

THE DIRECTOR

MAY 22, 1946

THE JOINT COMMITTEE

SUGGESTION #214

65100

EMPLOYEE: EULA MARQUETTE  
NEW ORLEANS FIELD DIVISION

MEMBERS PRESENT: R. F. Harbo E. E. Conroy  
R. C. Hendon E. Scholdt

EMPLOYEE SUGGESTS: That the requirement that ~~sick leave~~ be noted in red pencil and ~~annual leave~~ in blue pencil on the attendance register be eliminated, allowing instead such notations to be made with ordinary black lead pencil.

ADVANTAGES:

1. It is alleged that the maintenance of the register would be simplified.
2. The Agent in Charge or other supervisory official wouldn't have to remember what color pencil he should use.

DISADVANTAGES:

1. It would be more difficult to ascertain absences due to annual leave or sick leave when reviewing the register.
2. The present system is simple and has been found to work very satisfactorily and facilitates the correlation of the various records.

RECOMMENDATION: Unanimously unfavorable.

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

5/27/46 Executive Conference (Messrs Tolson, EA Tamm, Tracy, Nichols, Ladd, Rosen, Hince, Glavin, and Harbo) was unanimously unfavorable. Mr. Glavin pointed out the present requirements are based on Civil Service regulations.

RTH:AF

# 323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CJB/HY

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

1946  
Hendon

THE DIRECTOR

5/27/46

THE EXECUTIVE CONFERENCE

65098

The Executive Conference, consisting of Messrs. Tolson, Glavin, Ladd, Rosen, Nichols, Hendon, Harbo and Tracy on May 27, 1946, considered the subject matter of a lecture given by a Doctor Harold Cummins of Tulane University. A memorandum on the lecture was furnished the Bureau by the New Haven office and it appears Doctor Cummins claims that from studies and investigations he has determined that percentage can be determined by fingerprints. He also maintains that racial characteristics can be determined by fingerprints and that criminal analysis might likewise be studied favorably.

The suggestion made by Mr. Quinn Tamm points out Doctor Cummins has written books and pamphlets on the subject of dermatology and is a recognized authority. A check of Bureau files failed to reveal any derogatory information on Doctor Cummins. Mr. Tamm suggests that Doctor Cummins be contacted to ascertain the basis of his statements.

The Conference unanimously recommends Doctor Cummins be contacted when he is next in the vicinity of Washington. If approved, arrangements will be made to this effect for the purpose of ascertaining as much information as possible concerning Doctor Cummins's studies in the fingerprint field.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 12/17/90 BY SP-5 CJB/H

RECORDED  
&  
INDEXED

49 - X3

51 MAY 31 1946

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Harbo

Mr. Hendon

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

52 JUN 5 1946



THE DIRECTOR

MAY 20, 1946

THE JOINT COMMITTEE

SUGGESTION #207

EMPLOYEE: SPECIAL AGENT THOMAS B. ESTEP  
NEW ORLEANS FIELD DIVISION

65099

MEMBERS PRESENT: E. T. Harbo  
E. C. Hendon

E. E. Conroy  
E. Scholdt

EMPLOYEE SUGGESTS: That a more efficient and complete index of the contents of the manual and handbook be made.

ADVANTAGES:

1. The information in the manual and handbook would be more readily available to Agents and other employees.

DISADVANTAGES:

1. There is a danger of over-indexing to the point where many complications will arise when specific sections of the manual are changed.
2. The specific instances which were cited to illustrate a need for better indexing are not good examples since many of the sections which it was stated were not indexed have been added since the last revision of the index.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CJB/HF

RECOMMENDATION:

It is recognized that comprehensive indexing is necessary and desirable but that there is a point beyond which the law of diminishing returns applies. It is believed no specific action is necessary at this time since at present the indexing is felt to be quite adequate.

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

On 5/24/46 Executive Conference (Messrs EA Tamm, Glavin, Hendon, Rosen, Hince, McGuire, Ladd, and Harbo) unanimously agreed with Committee recommendation that no specific action is necessary at this time.

RTH:AF

RECORDED  
&  
INDEXED

EX-65

166-2554-4978

MAY 21 1946

RH

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 JUN 1946  
Mr. Hendon

THE DIRECTOR

MAY 20, 1946

THE JOINT COMMITTEE

SUGGESTION #211

EMPLOYEE: MARCELA A. WALTERS  
NEW ORLEANS FIELD DIVISION

65097

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That two sets of Bureau manuals be maintained in each office for reference purposes instead of one set for every ten Agents and one set for each two clerical employees.

ADVANTAGES:

1. There would be less work involved in handling manual revision sheets and in maintaining the manuals and records pertaining thereto.

DISADVANTAGES:

1. There would be insufficient manuals for reference purposes at times when two or more Agents desired to use the manuals.
2. It is believed that Agents would be justified under the proposed procedure in complaining that they did not have an opportunity to become fairly familiar with the contents of the manuals.
3. Other than in the very smallest offices two copies only of the manuals would be wholly inadequate.

RECOMMENDATION:

Unanimously unfavorable.

RRH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

67

166-2554-4979  
IB IB II  
31 MAY 31 1946

5/24/46 Executive Conference (Messrs. EA Tamm, Glavin, Hendon, Rosen, Hince, Guire, Ladd, and Harbo) was unanimously unfavorable.

H:AF

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 ci bjp

RP

Do: 26  
London

56 JUN 5 - 1946

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #220

EMPLOYEE: RACHEL GALLAVAN  
BIRMINGHAM FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That form FD-39 "Field Firearms and Scientific Training Records" be modified so as to provide a complete annual record on a single card in accordance with the attached and that the card be placed in the Agent's personnel file at the end of the year as the top serial and further that only the most recent such card be maintained in the file in addition to the card for the current year.

ADVANTAGES:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY Sp-Sci/PAF

1. The present form covers a period of several years and the rules require that it be placed in the Agent's personnel file when it is completed which may be in the middle of a fiscal period. This causes inconvenience in checking the record of an employee for the current year which is frequently necessary to determine whether he has had all of the required training.
2. The use of the suggested form would make immediately available scores covering the same periods in the files of all Agents which is not true under the use of the present form.
3. From the card it can be more readily ascertained as to the delinquencies of a particular Agent for the year.
4. The elimination of the present practice of filing the card permanently in the personnel file after it has been completed would save filing space and prevent each personnel file from becoming unnecessarily bulky.

DISADVANTAGES:

1. The destruction of each card after it becomes one year old would eliminate from the personnel file history of the progress in firearms and technical training of each employee, and there would be available only his record covering a year and a portion of a second year.
2. The set up of the proposed record is such that it does not facilitate to the same degree as on the present form the comparison of scores in each of the phases of firearms training.

RECOMMENDATION:

Unanimously in favor of the revision of the form and Mr. Harbo, in addition, is in favor of its destruction after one year old as suggested. Messrs. Conroy, Scheidt, and Hendon are in favor of the form at the end of each fiscal year as a permanent serial in the personnel file.

(continued)

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

52 JUN 5 1946

Suggestion #220

*O* EXECUTIVE CONFERENCE CONSIDERATION:

5/27/46 - Executive Conference composed of Messrs. Tolson, E.A. Tamm, Tracy, Nichols, Ladd, Rosen, Hince, Glavin, and Harbo was unanimously in favor of the suggestion as made by the employee.

RTM:AF

*AF*

*Est 7*

Tolson	
E. A. Tamm	
Clegg	
Glavin	
Ladd	
Nichols	
Rosen	
Tracy	
Carson	
Egan	
Gurnea	
Harbo	
Hendon	
Pennington	
Quinn Tamm	
Nease	
Miss Gandy	

THE DIRECTOR

MAY 20, 1946

THE JOINT COMMITTEE

77982

SUGGESTION #212

EMPLOYEE: MARCELLA WALTERS  
NEW ORLEANS FIELD DIVISION

MEMBERS PRESENT: E. T. Harbo E. E. Conroy  
E. C. Hendon E. Scholdt

*Discontinuing*  
EMPLOYEE SUGGESTS: That the Collective Service log which is transmitted to the Bureau with the monthly administrative report be discontinued and that these cases be treated like all other cases closed administratively.

ADVANTAGES:

1. This would simplify the procedure in the field offices and reduce to some extent the clerical work involved.

DISADVANTAGES:

1. The itemized information concerning individual cases appearing on the Collective Service log is necessary to continue the maintenance of the detailed Collective Service data which have been compiled since the Act was passed in 1940.
2. The Collective Service logs for individual offices are quite brief and a comparatively inconsequential amount of clerical work is involved.

RECOMMENDATION: Unanimously unfavorable.

RTH:ET

EXECUTIVES CONFERENCE CONSIDERATION:

On 5/24/46 Executive Conference (Messrs EA Tamm, Glavin, Hendon, Rosen, Hince, McGuire, Ladd, and Harbo) was unanimously unfavorable.

RTH:AF

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&  
INDEXED

66-2554-4981  
52 MAY 24 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 CIB/HK

RH

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Winterrowd  
Tele. Room  
Holloman  
Gandy

MAY 27 1946  
C1033  
Mr. Hendon

THE DIRECTOR

MAY 22, 1946

THE JOINT COMMITTEE

SUGGESTION #219

EMPLOYEE: SPECIAL AGENT BRYANT H. CROFT  
SALT LAKE CITY FIELD DIVISION

77981

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scholdt

EMPLOYEE SUGGESTS:

*That a cabinet be maintained at the Bureau in which Agents reporting for in-service training could leave their service guns during the time they are in Washington, D. C.*

ADVANTAGES:

1. This would avoid the necessity for leaving their guns in unoccupied hotel and boarding house rooms while they are attending classes.
2. They are not permitted to carry the gun on their persons while in classes.

DISADVANTAGES:

1. The conditions under which the Agents must maintain their guns are substantially no different from the problem involved when Agents are in travel status or on a road trip and must conduct interviews in some cases where it would not be desirable to be wearing a gun.
2. Experience has not indicated the need for such a cabinet.

RECOMMENDATION:

Unanimously unfavorable.

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

5/27/46 Executive Conference (Messrs. Tolson, EA Tamm, Tracy, Nichols, Ladd, Rosen, Hince, Glavin, and Harbo) was unanimously unfavorable.

RTH:AF

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/16/90 BY SP-5 C.B.H.

RECORDED

INDEXED

EX-40

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Miss Gandy

337

1946

R. C. Hendon

THE DIRECTOR

H. H. CLEGG

MAY 27, 1946

77980

The Executives Conference on May 20, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Tracy, Nichols, Ladd, Rosen, Hendon and Clegg, considered the Department's memorandum which in effect states that a search incidental to a lawful arrest limits the seizure of property to the seizing of fruits of the crime and instrumentalities used to commit the crime.

In view of the fact that the Departmental memorandum merely proposes to interpret the decision of Federal Judge Meaney of Newark, New Jersey and as the higher courts have not yet sustained Judge Meaney on his point of view the Conference unanimously felt that it would be unwise to distribute a bulletin to the field incorporating Judge Meaney's views and the Department's alleged interpretation of such views.

Respectfully,  
For the Conference,

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-SCI/bjz

RECORDED  
&  
INDEXED

EX - 23

cc - Mr. Hendon  
Mr. Clegg

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

5 - 1946



## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: May 8, 1946

FROM : A. ROSEN

SUBJECT: PUBLICITY

77979

The Bureau has within the past few weeks received several indications that Special Agents in Charge are releasing to the press facts concerning Bureau cases which upon release result in national publicity.

The most recent case involved the arrest of several individuals in Louisville, Kentucky and Indianapolis, Indiana in connection with the theft of goods of considerable value including nylon hosiery from the Railway Express Agency. This case is entitled "Doctor Archie S. Goldstone, Etal; Theft from Interstate Shipment." The value of the goods taken in this matter is now estimated at between \$35,000 and \$40,000 but the officials of the Railway Express Agency, according to SAC McFarlin, greatly exaggerated the losses. Consequently, the facts as released to the press by our field office and as elaborated upon by the Railway Express Agency received a great amount of space in the newspapers in several localities including, to the Bureau's knowledge, Washington, D. C., New Orleans, Louisiana and Jackson, Mississippi.

ACTION TO BE TAKEN

It would, therefore, appear advisable to again call to the field's attention the Bureau's rules regarding the dissemination of information to the press as set forth in Section 9L of the Manual of Rules and Regulations and to caution each Special Agent in Charge to notify the Bureau and to secure Bureau authority by telephone or teletype prior to the releasing of any facts in any Bureau case which may result in national publicity. A letter to all Special Agents in Charge containing such instructions is attached for your approval.

Attachment

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CIL/DH

Addendum: The Executive Conference on May 10, 1946, attended by Messrs. Tolson, Tamm, Glavin, McGuire, Ladd, Tracy and Rosen, approved the attached letter to all Special Agents in Charge.

CCN:MG

Director's notation: "OK H."

RECORDED  
INDEXED  
EXY166-2554-4984  
F B I  
48 JUN 3 1946

JUN 5 - 1946

INITIALS ON ORIGINAL

THE DIRECTOR

77977  
May 17, 1946

THE JOINT COMMITTEE

SUGGESTION #122

EMPLOYEE: SAC BROWN

SAVANNAH FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg  
R. G. Hendon

E. E. Conroy  
B. Schmidt

1. SAC Brown of Savannah inquires as to whether in the opening of a new case on an old subject the old file should be reopened irrespective of difference in classification of cases. For example, he specifically inquires whether in opening an Escaped Federal Prisoner case, which is 76 classification, the substantive case in NYTA bearing a 26 classification should be opened or whether a new 76 file should be utilized.

Brown pointed out that in directing the consolidation project in his field office, files therein with the same subject were consolidated irrespective of types of offenses involved. It has occurred to him that such a procedure might have been inaccurate since it will cause a distortion of the monthly administrative report and not enable any kind of table covering a particular type of a case.

The Committee is unanimously of the opinion that the Savannah Office was in error and went too far in its consolidation. A new case bearing the appropriate classification number of violation involved should be opened and cross-referenced to the former case under different classifications. There is no reason why there cannot be two master files dealing with the same subject in which instance there would be one index card covering the subject but reflecting the two case file numbers with an asterisk before each indicating that they are master files. To do otherwise would be very confusing as to substantive supervision of the new case the facts of which have no bearing upon the new investigation. In addition, there would be a great deal of extraneous and bulky material maintained in the new pending file section which should be in the closed file section. Further, as SAC Brown pointed out, the listing of cases by classification in the monthly administrative report would be wholly inaccurate unless new cases are opened under the proper file number. No purpose is served through the consolidation of such files since any pertinent information in the old files is readily available in connection with new cases when properly closed, indexed, and consolidated on the index card itself.

RECOMMENDATION:

Unanimously that SAC Brown at Savannah be appropriately advised that files under different classification numbers should be maintained separately.

RECORDED

INDEXED

EX 23

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5C/NH

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

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50 JUN 6 - 1946

SUGGESTION #122  
EMPLOYEE: SAC BROWN  
SAVANNAH FIELD DIVISION

77978

2. SAC Brown further inquires whether a closed file on a subject ought to be consolidated with a second file in which the subject is merely one of several subjects. The same reasons as above would follow in addition to the fact that procedure as one under consideration would cause considerable confusion. Situations would be encountered where a veritable chain of consolidations would be necessary.

RECOMMENDATION:

Not. Unanimous that SAC Brown be advised that cases having one subject should be consolidated in a case in which the same individual is only one of several subjects as indicated in the attached letter to SAC Brown. An SAC Letter is also attached.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Rince, Ladd, Rosen and Tamm on May 27, unanimously agreed with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

OK  
Jest  
08

FIL. DIRECTOR

77976  
5/13/60

THE EXECUTIVE CONFERENCE

DEPARTMENTAL APPLICATIONS AND SPECIAL INVESTIGATIONS

65094

The Executive Conference today with Messrs. Tolson, Tamm, Glavin, Tracy, Harbo, Lince, Gordon, Nichols, Ladd and Rosen in attendance approved the attached Bureau Bulletin, instructing the field that every effort should be made to prove or disprove all allegations received concerning the applicants.

Respectfully,

Clyde Tolson.

E. A. Tamm

Attachments

cc - Mr. Hendon  
Mr. Clegg

12700

OK. H

RECORDED

EX - 31

66-25546-1980  
B I  
55 JUN 4 1946

INITIALS ON ORIGINAL

Tolson  
E. A. Tamm  
Clegg  
 Coffey  
 Glavin  
 Ladd  
 Nichols  
 Rosen  
 Tracy  
 Carson  
 Egan  
 Gurnea  
 Harbo  
 Hendon  
 Pennington  
 Quinn Tamm  
 Nease  
 Gandy

52 JUN 7 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 ci/DHF

ORIGINAL COPIES FILED IN 66-6200-77-22204

THE DIRECTOR

May 31, 1946

THE EXECUTIVES CONFERENCE

77975

*de*

The Executives Conference considered the suggestion of Mr. Louis H. O'Brien who submitted a diagram which would permit the installation on Bureau cars of a special headlight circuit which could be operated by a switch so as to further dim the headlights of the car. The idea would be to change the appearance of the lights so as to disguise the car during a continued physical surveillance.

The laboratory has advised that the installation is technically possible but the result would not be worth the expense. Further, a reduction of the headlights to an intensity of one-fourth of the original candle power would result in a dangerous condition for driving.

RECOMMENDATION: The Conference on May 24, 1946, consisting of Messrs. Tamm, Glavin, Hendon, Harbo, McGuire, Rosen and Hince was unanimously unfavorable to the suggestion. A letter to Mr. O'Brien has been prepared.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 CJB/AR

RECORDED

EX-23

166-2554-4987

*John*

cc: Mr. Clegg  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

*Handwritten initials and marks*

59 JUN 6

1946

77972

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMISSION

SUGGESTION # 33

EMPLOYEE: MR. C. C. GALLAN  
SEAT OF GOVERNMENT

UNDERSTANDING

R. E. Hertz  
H. G. Hendon

D. H. Conroy  
D. Schmidt

*Executive Conference*

That additional supervisors be furnished to the Selective Service Section to permit an entire review of Selective Service files in order that these cases may be brought to a logical conclusion with greater rapidity in the field.

Mr. Gallan points out that as a result of the teletype sent to all field offices on February 27, 1946, instructing that special emphasis be given to the handling of Selective Service cases during the month of March, little improvement insofar as the volume of cases closed was realized. He points out that some offices improved their record somewhat while other offices had a greater case load than during previous months. As a result of the letters received from the field as to the handling of the program during the month of March, Mr. Gallan states that no new procedures were brought to the Bureau's attention although the letters received indicated a rather thorough study on the part of all of the offices of the Selective Service problem confronting them.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 12/16/90 BY SP-5 C/DH

ADVANTAGES:

1. Additional supervisors would permit greater supervision of the cases from the Seat of Government and the placing of more supervisory pressure upon the field offices.
2. Additional supervisors would permit the transmittal of more letters to the field pointing out weak spots in their investigations and making investigative suggestions to them.
3. Mr. Gallan believes that additional supervisors would result in the closing of more cases by the field.

DISADVANTAGES:

1. The Selective Service problem is a problem of voluminous work and consequently a manpower problem. It is known that at the present time a shortage of Special Agents exists in every office while the demands upon their services are excessive in connection with anti-trust cases, the development of confidential informants, increased general criminal activities, pressure on Communist investigations and espionage cases, specialists of one kind and another, and generally increased investigative activity. Each office has the problem of assigning and disposing its men to those matters requiring the most immediate attention. As a

RECORDED & INDEXED  
307

66-2554-4988

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

52 JUN 6 1946  
cc: Mr. Clegg  
Mr. Hendon



77973

result only a given number of men are available at any time for work on Selective Service cases no matter what supervisory or administrative pressure might be placed upon them from the Seat of Government.

2. The letters received as a result of the instructions issued by the Bureau, as pointed out by Mr. Callan, reflect that thorough attention was given by the field to the possible program to close more cases, without any material results which bears out that generally it is a manpower and not a supervisory problem.
3. Over a period of time extending from September, 1945, to February, 1946, (during which at all times it is realized the services of four supervisors were not available full-time) the following statistical accomplishments were realized:

Total number of files reviewed --- 193  
 Total number of letters written to the field as a result of these file reviews --- 157  
 Total number of letters written to the field more than 30 days previously --- 89  
 Number of fugitives apprehended in cases in which letters have been written to the field --- 8  
 Number of cases in which affirmative action leading to the closing of the case has been taken --- 11

The Committee points out that this is a mere "drop in the bucket" when it is considered that we have pending at the present time a case load of approximately 12,000. This again bears out the contention that it is not a supervisory problem.

4. The services of these four Agents could be far better utilized in the field actively investigating Selective Service cases.
5. This program places an over-emphasis on this type of case, not justified as such.
6. The Bureau has recently eliminated file reviews at the Seat of Government on desertion and general investigative fugitives due to the manpower shortage. In the Records Section any program along this type dealing with the large number of Selective Service fugitives could not be handled due to the same shortage of personnel.

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Egan \_\_\_\_\_  
 Mr. Gurnea \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Pennington \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

It is believed that the present staff of Selective Service supervisors is adequate to direct the field along policy lines and insure that a proper proportion of available manpower is utilized in the field on Selective Service, commensurate with other duties.

Recommendation: Unanimously opposed.



77974

EXECUTIVES CONFERENCE CONSIDERATION

Unanimously opposed by the Executives Conference on May 28, 1946, those present being Messrs. Tolson, Harbo, Hendon, Boden, Ladd, Hince, McGuire, Glavin and Tracy.

Respectfully,  
For the Conference

✓  
Clyde Tolson

  
E. A. Tamm

OK  
H.

77971

MAY 23, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION # 170

EMPLOYEE: INSPECTOR T. D. HAUGHEIM

MEMBERS PRESENT:R. T. Harbo  
H. C. HendonH. H. Conroy  
H. Schoidt

EMPLOYEE SUGGESTION: That Section 10 D (6) D of the Clerical Manual be revised to include present instructions that copies of identification orders and wanted flyers be distributed to all Agents rather than the requirement that a copy be placed on the bulletin board.

RECOMMENDATION: The Committee points out that the clerical manual is presently being revised and that the suggested change will be incorporated with the revision. His suggestion arrives as a result of the fact that the manual page covering this section has not been revised since the policy as to the distribution of the identification orders was changed.

EJH/vl

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/2001 BY SP-5 CJB/PAK

EXECUTIVES' CONFERENCE ACTION:

The Executives Conference on May 28, 1946, with Messrs. Tolson, Harbo, Hendon, Rosen, Ladd, Hince, McGuire, Glavin and Tracy in attendance, unanimously agreed that the change be incorporated in the Clerical Manual when the pertinent page is next revised.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED  
INDEXED

EX - 26

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

52 JUN 6 1946

77970

May 27, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #127

EMPLOYED: H. F. CARTWRIGHT  
DIVISION 4  
SEAT OF GOVERNMENT

MEMBERS PRESENT:

H. E. Clegg  
R. C. Harbo

E. E. Conroy  
E. Schmidt

EMPLOYEE SUGGESTS:

That the attached rules and regulations relative to the preparation of abstracts be included in the revision of the Stenographers' Manual of Instructions.

ADVANTAGES:

1. These rules codify present recommendations as to the preparation of abstracts.
2. They will serve as a ready reference to stenographers at the Seat of Government.

DISADVANTAGES:

None.

RECOMMENDATION:

Unanimously favorable.

REMARKS

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on May 28, 1946, those present being Messrs. Tolson, Harbo, Hendon, Rosen, Ladd, Hince, McGuire, Glavin and Tracy.

RECORDED  
&  
INDEXED  
EX-26  
26

Respectfully,  
For the Conference

JUN 5 1946

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 CJP/PP

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Hendon  
Mr. Clegg

1946 45

77969

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #172-C

EMPLOYEE: JANE SNYDER  
KNOXVILLE FIELD DIVISIONMEMBERS PRESENT: H. T. Harbo E. E. Conroy  
R. C. Hendon E. Schaidt

EMPLOYEE SUGGESTS: That more complete instructions on the preparation of vouchers, contracts, and bids and the use of fiscal control numbers be incorporated in the Chief Clerk's Manual.

## ADVANTAGES:

1. Complete instructions would permit inexperienced employees to adequately handle these various clerical functions.

## DISADVANTAGES:

1. It would require additional space in the manual.

RECOMMENDATION: Unanimous that this matter be fully considered by the Administrative Division and appropriate data as complete as space makes it advisable be furnished to the Training and Inspection Division for inclusion in the combined Manual of Rules and Regulations and Clerical Manual.

FCH:ER

## EXECUTIVES CONFERENCE CONSIDERATION:

On May 27, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm considered the above suggestion and was unanimously in agreement with the Joint Committee with the further recommendation that the Administrative Division select one or two employees not connected therewith and who are not immediately familiar with these various problems in order to insure that the instructions are sufficiently complete without becoming burdensome in length and that they are clear from a non-technical standpoint.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/92 BY SP-5 CIB/HP

1946

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

5

THE DIRECTOR

May 31, 1946

THE EXECUTIVES CONFERENCE

77968

cc

\*The Executives Conference considered the case of Francis Carl London of the St. Louis, Missouri Police Department presently attending the National Academy. The Naval Hospital advises that London has a marked tremor of hand and arm which makes him physical unfit to participate in raids and apprehension of criminals which might entail the practical use of firearms. The Conference was further informed that this officer has a noticeable nervousness which is so excessive as to make his use of firearms inadvisable. He personally states that his nervousness does not affect his shooting.

RECOMMENDATION: The Executives Conference on May 24, 1946, consisting of Messrs. Tamm, Glavin, Hendon, Harbo, McGuire, Rosen and Hince unanimously recommended that Officer London be informed that the Naval Hospital has recommended that he not be permitted to participate in firearms work and accordingly on the basis of this recommendation, it will not be possible for him to actively participate in the Firearms Training at Quantico. The Conference recommends that he be permitted to attend and observe the shooting and receive instruction in training methods but that he not be permitted to use firearms during the course. If approved Mr. London will be so informed.

RECORDED

EX - 31

166-2554-14992  
JUN 2 1946  
EAT

OK  
A.

OK

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 CIB/MS

- Mr. Tolson
  - Mr. E. A. Tamm
  - Mr. Clegg
  - Mr. Glavin
  - Mr. Ladd
  - Mr. Nichols
  - Mr. Rosen
  - Mr. Tracy
  - Mr. Carson
  - Mr. Egan
  - Mr. Gurnea
  - Mr. Harbo
  - Mr. Hendon
  - Mr. Pennington
  - Mr. Quinn Tamm
  - Mr. Nease
  - Miss Gandy
- cc: Mr. Glavin  
Mr. London

52 JUN 6 1946

HH

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #172-F

EMPLOYEE: JANE SNYDER

PHOENIXVILLE FIELD DIVISION

77967

MEMBERS PRESENT:

H. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scholdt

EMPLOYEE SUGGESTS:

That the disposition of signed statements, photographs, bills and sales receipts be reflected in investigative reports.

ADVANTAGES:

1. After reading the report it would be readily ascertained by all offices in possession thereof where such material was located.

DISADVANTAGES:

1. Most ordinarily the disposition of such materials is not available at the time a report is prepared and where known it is not contrary to present practice to reflect the information.
2. There would be so many exceptions to the rule that a rule is not required and would become inoperative.

RECOMMENDATION:

Unanimously opposed.

RON:ER

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 27, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm.

INDEXED

Respectfully,  
1 For the Conference

EX - 40 Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CIB

52 JUN 6 1946

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #172-3

EMPLOYEE: JANE CHYDER  
KNOXVILLE FIELD DIVISION

77966

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scholdt

EMPLOYEE SUGGESTS: That a section in field office indices be established under the heading "Guns" or "Firearms" where index cards would be filed by serial number where such a number was available and in alphabetical order by description where the serial was not available.

ADVANTAGES:

1. Would establish one place in which to look for the prior record on a firearm rather than in numerous places as is permissible at present.
2. An index by serial number rather than by a make of gun permits less chance for a miss.

DISADVANTAGES:

1. None

RECOMMENDATION: Unanimously that the suggestion be approved with the modification that the cards be filed by the last three digits of the serial number in conformity with the prior recommendation as to the filing of automobile motor numbers and that this matter be covered in the new indexing manual.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION

RECORDED

INDEXED

The Executives Conference on May 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm in attendance, was unanimously in agreement with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/80 BY SP-5 CIB/NTF

Tolson  
E. A. Tamm  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Clegg

Mr. Hendon



THE DIRECTOR

THE EXECUTIVE CONFERENCE

THE INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5CIBNF

May 23, 1946

77965

The Executive Conference of May 27, 1946, consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Nichols, Rineo, Rosen, Ladd and Glavin considered a suggestion submitted by Special Agent R. E. Lee of the Administrative Division to the effect that in the future when disciplinary action is taken against Bureau employees involving loss of salary that the employee be suspended for a period of days rather than reducing his grade and salary.

It was pointed out to the Conference that when an employee is reduced in grade and salary his overall loss is much greater than if he had been suspended. The Conference was further advised that an Agent had computed he would lose approximately \$4,000 due to a reduction in salary since a longer period of time would elapse before he reached the maximum salary in the Special Agent grade than he otherwise would have experienced. The Conference was advised in this particular case the actual loss would be approximately \$2,338.

It was further pointed out to the Conference that when there is a reduction in salary under the present law it is necessary to reduce the employee in grade since he cannot be reduced in the same grade under the Respect Act. This decision of the act stems from the fact that once an employee earns an administrative or meritorious promotion in a salary grade, so long as he is in this salary grade this earned promotion cannot be taken from him and the only way it can be reduced is to reduce in grade.

It was further pointed out to the Conference that the Bureau instituted a system of reduction in grade particularly in cases of Special Agents in order that the Bureau would not lose the services of the Agents for a period of time of from 3 to 10 days or longer.

The Conference with the exception of Messrs. Ladd and Glavin recommended that the Bureau's present policy be changed so that when administrative action is taken against an employee that he be suspended rather than being reduced in grade and salary.

Ladd and Glavin felt the Bureau's present policy should be continued.

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

Respectfully Submitted,  
FOR THE CONFERENCE

RECORDED & INDEXED  
66-2554-1995  
F. A. Tamm

INDEXED

174 ex-133

I agree but of course if  
act is pending through reduction  
in grade & salary should be  
made H.

Mr. Clegg

77964

THE DIRECTOR

5-28-45

THE EXECUTIVE CONFERENCE

~~ESCAPED PRISONERS OF WAR~~

On May 20, 1945, The Executive Conference, attended by Messrs. Tolson, Clegg, Harbo, Hendon, McGuire, Tracy, Ladd and Egan, unanimously approved the attached Bureau Bulletin, which advises that the French Marshal General has agreed to release pictures of escaped prisoners of war immediately after their escape so that the pictures may be published in an effort to obtain general public assistance in the identification and apprehension of escaped prisoners of war and suggests that appropriate arrangements be made with officials of the Prisoner of War Camps so these pictures will be made available.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 CIB/HF

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson, Chairman

E. A. Tamm

Attachment

cc-Mr. Hendon  
Mr. Clegg

AM:UP

OK  
H.  
Now that the war is  
over the "brass-hats" finally do  
something which should have  
been done years ago. H.

EW

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

78 JUN 7 1946

INDEXED & RECORDED  
EX-139  
174

66-2554-4996  
R

THE DIRECTOR

77963  
May 27, 1946

THE JOINT COMMITTEE

SUGGESTION #140

EMPLOYEE: SAC WILLIAMS  
HOUSTON FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS:

That uniform indexing of motor vehicle numbers be established to the effect that such numbers be filed by the last three digits instead of the whole motor number.

ADVANTAGES:

1. This system is recommended by the Bureau to police departments on record surveys.
2. The system is recommended by the National Automobile Theft Bureau.
3. Such indexing affords easier and faster searches.
4. Less chance for error in filing exists where the last three digits are utilized both because less digits are involved and that numerous instances arise of problems with respect to prefixes of motor numbers where whole numbers are used.
5. This system is understood and recommended almost unanimously by recent Chief Clerks' Conferences.

DISADVANTAGES:

1. The adoption of this or any other uniform system will require a revision of indexing of motor numbers in some offices.

RECOMMENDATION:

Unanimously that this system be adopted and included in the new manual on indexing which is being prepared.

RECH: *W*

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on May 28, 1946, those present being Messrs. Tolson, Harbo, Hendon, Rosen, Ladd, Egan, McGuire, Glavin and Tracy.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Hendon  
Mr. Clegg

RECORDED  
&  
INDEXED

166-2554-4997  
JUN 5 1946

EX-133  
Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

THE DIRECTOR

MAY 23, 1946 7962

THE JOINT COMMITTEE

SUGGESTION #172-A

EMPLOYEE: JANE F. SNYDER  
KNOXVILLE FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Schoidt

EMPLOYEE SUGGESTS: That all indexing be done by the Chief Clerk's Office. At the present time indexing on dictation is done by stenographers.

ADVANTAGES:

1. Indexing would be more uniform if performed by the same employee in the Chief Clerk's Office.
2. Some index cards made by stenographers are duplicates of index cards already in file, and this duplication might be eliminated if the search were made prior to the making of the index cards in the Chief Clerk's Office.

DISADVANTAGES:

1. It would throw a tremendous burden upon the Chief Clerk's Office in most places and would require probably a special staff in offices of large size.
2. The present system eliminates delay in indexing since the cards are submitted together with the report on which they are based.

RECOMMENDATION: Unanimously opposed.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 27, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/90 BY SP-5 CJB/H

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED

&  
INDEXED

36 JUN 5 1946

66-2554-4998

76-133

AD CH: ER

77996

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #172-D

EMPLOYEE: JAMES SNYDER  
KNOXVILLE FIELD DIVISION

MEMBERS PRESENT: R. F. Harbo E. E. Conroy  
H. C. Hendon E. Scholdt

EMPLOYEE SUGGESTS: That general index cards covering sources of information bear, in addition to the name of the individual, the name of the town in which he is located.

ADVANTAGES:

1. This would serve to identify the sources of information from other individuals bearing a like name.
2. It would facilitate the location of the sources of information card in the special source file where they are filed by geographic location rather than in alphabetical order.

DISADVANTAGES:

1. It would require additional typing effort to maintain the cards in this manner.
2. So seldom is there need for such information on the general index card that it would not warrant the additional work.
3. It is presently permissible to include such information where a common name is involved.

RECOMMENDATION: Unanimously opposed.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 27, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY Sp-Sci/MP

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED  
INDEXED

EX-133

52 JUN 1946  
H. C. Hendon

77995

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #172-B

EMPLOYEE: JAMES HENDER

KNOXVILLE FIELD DIVISION

MEMBERS PRESENT:

P. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scholdt

EMPLOYEE SUGGESTS: 1. That lengthy quoted material be inset both in the left-hand and right-hand margins.  
2. That a larger margin be left at the top of ~~investigative~~ reports (at present is 1 1/4")

ADVANTAGES:

1. It would more readily reflect that the material is quoted.
2. Larger margin at the top would make the reading of the pages in large reports easier.

DISADVANTAGES:

1. It would unnecessarily require the use of more paper and if the material is lengthy would in turn lengthen unnecessarily certain reports.
2. No purpose is served by the suggestion since from quotation marks it is always apparent that the material is quoted.
3. This is the type of matter which does not require a rule or regulation.
4. It is believed that the present margin at the top, everything considered, is satisfactory.

RECOMMENDATION: Unanimously opposed.

RECH:IR

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on May 27, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Hince, Ladd, Rosen and Tamm.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/16/89 BY SP-5 CJI/BAW

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED  
INDEXED  
36

66-2554-5000  
FBI  
39 JUN 5 1946  
E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon



THE DIRECTOR

THE EXECUTIVES' CONFERENCE

May 15, 1946

The Executives' Conference on May 8, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, Rosen, and Clegg considered the suggestion made by Mr. Tracy that the Bureau have cost surveys conducted, both at the Seat of Government and in the field, of the various types of activities and performances so that once the cost has been established, subsequently, when deemed necessary, the Inspector could have a further check made to compare present costs with previous costs for the same operation. Mr. Tracy explained that in the Identification Division such cost surveys should be made to show the actual cost for handling fingerprints separate and apart from name searches, wanted notices, and other requirements also which should be checked as to unit cost. He also felt that in field offices the cost of filing serials, withdrawing serials, making name searches and the like including average cost of different types of investigations should be made.

Those opposed to the suggestion were of the opinion that in field offices where experienced clerical personnel were employed with higher salaries due to length of service than in offices where newer clerks were employed and the varying sizes of file rooms and the like would not make a comparison between offices feasible. To make cost accounting checks of operations of this type in field offices at varying times would involve more work and expense than the results would justify. The Inspector can and does make a study as to the streamlining procedures in field offices and makes recommendations or gives instructions for the elimination of unnecessary practices which further would make the suggestion unnecessary. The varying degrees of difficulty in handling specific types of investigations and the degree of thoroughness on which they are conducted does not in the majority of cases at least, lend itself to such a mechanical tabulation.

Mr. Tracy recommends favorably with reference to this suggestion.

The other members of the Conference recommend that the proposed cost accounting procedure in the field offices not be made. They felt that the present program whereby the Chief Clerk's Office, from time to time, makes cost accounting checks of administrative operations in different parts of the Seat of Government should be continued when and as possible.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 CIB/K

Respectfully,  
For the Conference

RECORDED

Clyde Tolson

66-2554-50011  
FEDERAL BUREAU OF INVESTIGATION  
JUN 3 1946  
U. S. DEPT. OF JUSTICE

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

ORIGINAL FILED IN 66-16215-5



77992

MARCH 13, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #98

EMPLOYEE: INSPECTOR R. C. HENDON  
SEAT OF GOVERNMENT

## MEMBERS PRESENT:

H. H. Clegg  
R. C. HendonE. E. Conroy  
E. Scheidt

## EMPLOYEE SUGGESTED:

That closed files be destroyed after a period of 25 years and to include at the present time all files predating the present Bureau field file system which was instituted in April 1925 or 1926.

## ADVANTAGES:

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CJO/AR

1. On a long range basis it is impossible to retain all closed files, and a decision must be made as to the date after which such files will be no longer useful.
2. It will save filing space and file cabinets.
3. It will save administrative effort and costs since a fewer total number of files will be handled within an office.
4. It is believed that the possible usefulness of files within a 25 year period makes it inadvisable to destroy them at an earlier date whereas the chance for their usefulness thereafter is very slight, recognizing, of course, that some arbitrary date must be selected.
5. The current experience of Agents in Charge, particularly in large metropolitan areas, is that constant reference is being made or utilized in connection with old files up to the inauguration of the present filing system. On the other hand, it is the experience that the files that predate that period are seldom if ever used for purposes of reference, to the extent that it is not felt worthwhile to maintain them.
6. It is the experience in some of the offices that all pertinent information, particularly in security cases that was accrued during the period of World War Number One, has been brought forward into the current Internal Security files and as a consequence the analysis of these files has been completed and they are no longer useful.

## DISADVANTAGES:

1. Conceivably, there might be some future use for any particular file after the date selected for its destruction.

2. In cases of what might be termed "over-age" files it would be necessary to communicate with the Bureau to obtain necessary information where the originals would be on file.

Tolson  
E. A. Tamm  
Clegg  
Coffey  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

8 JUN 7 1946

RECORDED  
INDEXED 66-2554-5002

EX-103

AAA

77993

MEMORANDUM FOR THE DIRECTOR

RECOMMENDATION: Unanimously favorable.

RCH:ELM

EXECUTIVES' CONFERENCE CONSIDERATION:

The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Mumford, Rosen and Clegg unanimously approved the recommendation and makes the additional recommendation that when the files over 25 years old are destroyed, the index cards relating thereto be marked with a stamp stating "File destroyed 1946." Thus it would be possible at a later date to purge the index cards from the files while in the meantime they would be available to flag the field office beyond the 25-year period that information on a particular subject or subject matter was available at the Seat of Government from the original reports.

Respectfully,  
For the Conference

*OK but be certain  
it is legal.  
H.*

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Hurnea \_\_\_\_\_  
Hendon \_\_\_\_\_  
Hemmington \_\_\_\_\_  
Hiram Tamm \_\_\_\_\_  
Lease \_\_\_\_\_  
Gandy \_\_\_\_\_

77991

THE DIRECTOR

June 4, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of June 3, 1946, consisting of Messrs. E. A. Tamm, Rosen, Hendon, Harbo, Hince, Nichols, and Glavin, recommended that the attached memorandum to all Assistant Directors go forward, concerning the conservation of electricity.

The memorandum embraces the Attorney General's circular 3899, dated May 27, 1946, Supplement Number 1, concerning the same matter.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

CC: Mr. Hendon  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/50 BY SP-8 CJB/AR

RECORDED & INDEXED

303 66-2554-5003  
JUN 5 1946

WRG:pam

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

78 JUN 7 1946

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

77989

TO : Mr. R. T. Harbo

DATE: April 30, 1946

FROM : J. A. Sizoo

SUBJECT: PREPARATION OF LABORATORY REPORTS

In order to reduce the amount of clerical time involved in the preparation of Laboratory Reports, consideration has been given to the preparation of a form letter or a form report which will reduce the amount of time involved. Further consideration is still being given to this problem, although I believe that the preparation of a form letter in check cases where the results are negative is entirely in order and should be used though we develop a form report which may be used in other cases.

RECOMMENDATION: It is recommended that the attached form letter be used in the future in advising contributors, field offices, and otherwise of negative results in check cases.

If the use of this form letter is approved, it is suggested that in the re we include the name of the check passer, the date of the check, and indicate the file and Q number, thus: "Richard Roe, Fraudulent Check dated March 1, 1946, 95-1057, Q1". It is believed that by indicating the full information including the Q number it will assist the police department in locating and making reference to this check in the event subsequent checks are submitted. They will be given Q numbers above Q1. It will also be easier for the examiner to follow his Q numbers.

Reference is made to the last paragraph of the attached form letter. In order to expedite the submission of reports, it has been the policy to return the evidence later by form letter. Accordingly, an appropriate space is left in this sentence in order that the words "is not" may be inserted for those cases in which the material submitted is not being returned with the negative report. It will then be necessary for the examiner to add another sentence which will read substantially, "Appropriate photographs are being made for future reference purposes and the material submitted by you will be returned in approximately five days". Of course, the work "is" will be inserted when the questioned material is being returned with the form letter.

APPROVED BY EXEC CONF 5/8/46:  
Messrs. Tolson, Glavin, Tracy, E.A. Tamm,  
Hendon, Nichols, Clegg, Mumford, Rosen & Harbo.

Attachment

JAS:FLM

ENCLOSURE

RECORDED  
&  
INDEXED

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 CIP/H

FBI  
48 JUN 4 1946

INITIALS ON ORIGINAL

ORIGINAL FILED

58 JUN 14 1946

77990

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-50/AM

RE:

Reference is made to your letter dated  
concerning the above captioned matter.

You are advised that the check referred to above, which  
was forwarded with your communication, has been searched through the  
appropriate sections of the National Fraudulent Check File. All names,  
including the endorsements, appearing on the check have been compared  
with the signatures on fingerprint cards of persons having these names  
or using the names as aliases. No identification was effected.

The material submitted by you being returned herewith

Sincerely yours,

APPROVED BY EXEC CONF 5/8/46:  
Messrs. Tolson, Glavin, Tracy, E.A. Tamm,  
Hendon, Nichols, Clegg, Mumford, Rosen & Harbo.

John Edgar Hoover  
Director

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

Blocked

66-2554-5004  
ENCLOSURE

RECEIVED DIRECTOR  
FBI  
U.S. DEPT. OF JUSTICE  
JUN 11 1946  
10 AM '46

The Director

6/3/46 988

Executives Conference

The Executives Conference, consisting of Messrs. E. A. Tamm, Rosen, Mumford, Hince, Harbo, Glavin, and Nichols, considered the request of Chief of Detectives Walter G. Storms that the Bureau publish in the FBI Law Enforcement Bulletin the ransom list in the Edward Jones kidnaping case. The Bureau is not doing anything in this case.

It was pointed out to the Conference that as a matter of cooperation we have in the past inserted write-ups on badly wanted fugitives for local officers, and it was the unanimous recommendation of the Conference since the ransom list would not take over two and one-half pages that we do this for the Chicago Police Department; however, making it clear in the insert that it is the Chicago Police Department who is circularizing the list and not the FBI.

If approved, Mr. Nichols will have SAC McSwain contact Storms, tell him that we will insert the list, and have Storms indicate the specific heading for the statement.

Respectfully,  
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg  
Mr. Hendon

LBN:hbm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

52 JUN 6 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 EJB/HTC

RECORDED  
&  
INDEXED

EX - 26

36 JUN 5 1946

166-2554-0005  
JUN 5 1946  
WHT

THE DIRECTOR

THE EXECUTIVE CONFERENCE

5/28/46

77987

*cc*

The Executive Conference, consisting of Messrs. Tolson, Glavin, Ladd, Rosen, Nichols, Hendon, Harbo and Tracy on May 27, 1946, considered a suggestion of Special Agent K. T. Delavigne that flash and cancellation notices received from Immigration and Naturalization Service and United States Probation Offices be destroyed after handling.

Mr. Tracy pointed out to the Conference that after such notices are received and posted, the material is carefully reviewed by a Reader in the Posting Section in order to eliminate the possibility of error; therefore, there does not appear to be any need for permanent retention of the form letter notices.

The Conference unanimously recommends the notices be destroyed after posting and review.

In the event the Director approves the recommendation, there is attached a letter to Mr. Delavigne thanking him for the suggestion.

Respectfully,  
For the Conference

*T*  
Clyde Tolson

*E. A. Tamm*  
E. A. Tamm

*cc -* Mr. Clegg  
Mr. Hendon

Attachment

SJT:cbp

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
 Coffey \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Carson \_\_\_\_\_  
 Egan \_\_\_\_\_  
 Hendon \_\_\_\_\_  
 Pennington \_\_\_\_\_  
 Quinn Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

RECORDED  
&  
INDEXED

EX-133

66-2554-5006  
F B I  
31 JUN 5 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/19/92 BY SP-5 Cj/DAF

*62*  
78 JUN 7 1946



THE DIRECTOR

March 27, 1946

THE EXECUTIVE CONFERENCE

77983

*lc*  
The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Glavin, Rosen, Harbo, Hendon and Tracy on March 18, 1946, considered a form letter recommended for the Identification Division to be used where a name search is requested by a law enforcement agency, federal or state agency, other than Bureau.

A sample of the proposed letter is transmitted herewith, and the Conference unanimously recommends its adoption in view of the fact it will save time in the Identification Division.

Respectfully,  
For the Conference

Glyde Tolson

*OK*  
cc - Mr. Clegg  
Mr. Hendon

E. A. Tamm

Attachment

SJT:obp:db

*Form letter (T-120)  
printed & sent to Mr. G. Tamm's  
office 4-9-46  
RCK:ett*

RECORDED

166-2554-5007  
FBI  
55 SEP 29 1946

EX-25

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 CIB/K

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

*db*  
30 1946

ORIGINAL COPY FILED IN - 66-2482-11

THE DIRECTOR

MARCH 13, 1946

THE JOINT COMMITTEE

77985

SUGGESTION #99

EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG  
TRAINING AND INSPECTION DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
E. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That all closed criminal files over ten years of age be destroyed with the provision that the Special Agent in Charge of the field office in his own discretion will be permitted to retain files dealing with general criminal situations and such files as some of the major kidnapping and bank robbery files which would have value for reference purposes to general criminal activities. **ALL INFORMATION CONTAINED**

ADVANTAGES:

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CJA/BNA

1. The overwhelming percentage of the closed files of routine criminal cases have no subsequent value in a field office after ten years.
2. The provision that certain files might be retained will give the SAC an opportunity to retain those of archivic value to which reference might be made occasionally.
3. This would provide a definite program whereby the old criminal files will be taken out of an office at periodic intervals and will reduce still further the amount of space required for maintaining closed files.
4. Mr. Nichols had advised that the National Archives has agreed that the Bureau can destroy any old files in field offices which they would have no long as the originals are at the Seat of Government. Thus this would be a legal procedure.
5. The infrequent need for the old files beyond ten years is further accentuated by the fact that when cross references lead to older files, the information is of no value or of very little value in most instances.
6. The only added expense occasioned by this procedure would be the occasional necessity of requesting the Bureau to send to the field office an old file to see if there is material of current value which would be far less expensive than the rental for the space required for these old files.

RECORDED: 66-2554-5007

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

The subsequent criminal activities of a subject after he has served a sentence and has been released from the penitentiary in practically all instances occur within the ten year span, it being recalled that the average life sentence of an individual is less than eight years' actual service in the penitentiary. For those serving shorter sentences, correspondingly shorter time would elapse before their subsequent criminal activities.

1540 62

77986

## MEMORANDUM FOR THE DIRECTOR

## DISADVANTAGES:

1. There would be, in Metropolitan areas, more frequent occasion for reference to old files in order to develop leads.
2. This would set up a lack of uniformity as to when files would be destroyed in the field office since a different rule would apply to criminal cases than to intelligence or security cases.
3. It is contingent of some that many of these files are of extreme value beyond a ten year period, particularly in view of the fact that many of the more dangerous types of criminals involved who receive sentences of from two to five or more years will have completed those sentences and again start their criminal activities in the same area.
4. It does not take in a sufficient span of a man's life.
5. On a long range and permanent basis it is believed that the Bureau should adopt the policy which will provide for the retention of those files to which there may reasonably be future reference, and it is believed that a ten year span is entirely too short a period of time.
6. The Bureau's experience in making name checks for certain government agencies during the war time period has definitely proven the value of information contained in our files more than ten years old.

RECOMMENDATION: Mr. Scheidt and Mr. Clegg are in favor of the suggestion. Mr. Hendon and Mr. Conroy are not in favor.

REC:EM

EXECUTIVES' CONFERENCE CONSIDERATION:

Mr. Clegg was in favor of the suggestion.

The remainder of the Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Mumford and Rosen are opposed to the suggestion upon the basis principally that a uniform rule should be established as to the age after which all types of files in a field office may be destroyed and further they believe that there are entirely too many instances in which general criminal files over ten years of age are of extreme value throughout the various field offices. They also feel that a previous recommendation that all files be destroyed in the field after they have reached 25 years of age will adequately and more safely take care of the closed file problem.

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Coffey \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Egan \_\_\_\_\_  
 Mr. Gurnea \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Mumford \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

Mr. Clegg

Respectfully,  
 For the Conference

Clyde Tolson

E. A. Tamm

77984

TO: THE DIRECTOR

DATE:

FROM: EXECUTIVES' 3

March 20, 1946

65033

SUBJECT:

The Executives' Conference on March 20th was advised that Mr. Ramsey of the Fines and Forfeitures Unit of the Criminal Division of the Department has suggested a proposed circular to the United States Attorneys, which circular will include the following:

"While the efforts of sureties to find and surrender their principals are often laudable, the Department desires that all cases of default be referred promptly to the Federal Bureau of Investigation without waiting to ascertain the results of action by the sureties. The Bureau will make all necessary investigations in this type of case. All matters pertaining to financial responsibility and available resources of such judgment debtors should likewise be referred to the Bureau. Please note that Under Rule 46(f) (2) there no longer will be any necessity for instituting an individual action to recover on a forfeited appearance bond, but the liability of principals and sureties may be enforced on motion."

The Conference was advised that from the above it would appear that in any instance where a bond was defaulted, the Bureau would be requested to immediately locate the subject and this would amount to locating fugitives investigated by other governmental agencies.

Messrs. Glavin, Tolson, Tracy, Harbo and Nease were in favor of advising the Criminal Division that the proposed circular was all right and to issue instructions to the field that in those cases where a subject forfeits a bond, thus becomes a fugitive, the FBI will conduct an immediate investigation to locate that fugitive whether the FBI had original jurisdiction over the offense or not. Messrs. Nichols, Hendon, Rosen and Ladd were opposed and suggested the Criminal Division be advised that the FBI will continue to accept all cases referred to the United States Attorneys which involve an investigation to determine the financial ability of a subject to pay a fine but that it will not look for the subject who has jumped a bond except in those cases where the Bureau had primary investigative jurisdiction.

Mr. Ramsey of the Criminal Division will be orally advised of your views and the attached papers which he left with the Bureau will be returned to him at that time.

Respectfully,  
For Conference

Clyde Tamm

E. A. Tamm

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 C/JH

DLS:DS

66-6200-115-X  
MAY 1946

*Lucas*  
60 JUN 14 1946  
Mr. Hendon

THE DIRECTOR

5/27/46

THE EXECUTIVE CONFERENCE

65092

The Executive Conference, consisting of Messrs. Tolson, Glavin, Ladd, Rosen, Nichols, Hendon, Harbo and Tracy on May 27, 1946, considered the subject matter of a lecture given by a Doctor Harold Cummins of Tulane University. A memorandum on the lecture was furnished the Bureau by the New Haven office and it appears Doctor Cummins claims that from studies and investigations he has determined that parentage can be determined by fingerprints. He also maintains that racial characteristics can be determined by fingerprints and that criminal analysis might likewise be studied favorably.

The suggestion made by Mr. Quinn Tamm points out Doctor Cummins has written books and pamphlets on the subject of dermatology and is a recognized authority. A check of Bureau files failed to reveal any derogatory information on Doctor Cummins. Mr. Tamm suggests that Doctor Cummins be contacted to ascertain the basis of his statements.

The Conference unanimously recommends Doctor Cummins be contacted when he is next in the vicinity of Washington. If approved, arrangements will be made to this effect for the purpose of ascertaining as much information as possible concerning Doctor Cummins's studies in the fingerprint field.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY SP-5 C/HK

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon

RECORDED

EX - 31

INITIALS ON ORIGINAL

38 JUN 26 1946

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 5/3/46

FROM : J. E. Edwards

SUBJECT: Bureau Automobile Accident  
 1942 Chevrolet, Damage - \$145.60  
 Date - April 11, 1946  
 SA Idus J. Lynn - Charlotte

DETAILS:

At 6 p.m. on 4/11/46 Agent LYNN was involved in a collision with an automobile owned by OSCAR ALLEN MORGAN and JOSEPH BEN MORGAN and operated by OSCAR ALLEN MORGAN.

Agent LYNN said he was proceeding in the Bureau car at approximately 25 mph at a safe distance behind the third party's car. He said the third party suddenly slowed his car down without any signal, at which time Agent reduced his speed and started to pass the third party on the left when the third party suddenly stuck his arm straight out and turned to the left across the highway to enter a driveway. Agent said he immediately applied the brakes but was unable to stop on the wet slippery road before the left front of the Bureau car struck the left rear of the third party's car. At the time of the accident it was raining. The Bureau car remained on the right side of the road, skidded around and stopped across the right side of the highway with the rear end a little further down the road than the front. The third party's car skidded completely around so that it was headed in the opposite direction from which it was going and turned over off the pavement on the left side of the highway.

MORGAN said he was proceeding at approximately 20 mph and that he had intended to turn right but one of his five passengers wanted to go to the depot so he kept on without making the right turn. He said after that he started to slow the car down and put his hand out to signal that he was going to turn. As he started to make a left hand turn the Bureau car hit the rear of his car and turned it over. MORGAN said he did not know how far over in the left lane he had gone before his car was hit. Pauline Morgan, age 7, passenger in the third party's car was treated for a cut on her forehead and a cut in the center of the back of her head. MORGAN said he and his brother bought their car in the latter part of 1941 and said it cost approximately \$525. He said he paid over \$400 of this amount and his brother, Joseph Ben, paid the balance. Oscar Morgan said he lived at Nantahala, in a house owned by one Will Roper, but paid no rent for the house. He stated he planned to farm a little and share the crop with Roper in return for the use of the house. He said he had no bank account and no income other than a \$69 monthly disability check which he received from the Government. Reporting Agent said the homes of both the Morgans appeared to be extremely poor and the land on which their homes are located is mountainous and very little of it can be cultivated.

70 JUL 9 1946

INITIALS ON ORIGINAL  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 10/14/50 BY SP-5C/bmr

ORIGINAL COPY FILED



DAMAGES.

1. Bureau car - \$145.60
2. Other car - Approx. \$125
3. Personal injuries - Pauline Morgan, passenger in 3rd party's car sustained cuts on head

SAC'S RECOMMENDATION

SAC Scheidt recommended that Agent Lynn not be held liable for the damages to the Bureau car. He said that in view of the third party's financial condition, it is requested that he be advised whether he should have the Bureau car repaired and submitted three bids of which \$145.60 is the lowest. He recommended that the bid of \$145.60 be accepted.

ACTION RECOMMENDED

It does not appear that Agent Lynn was exercising the necessary caution in the operation of the Bureau car in attempting to pass the third party's car before he knew for sure what the third party intended to do after he slowed down, therefore, it is recommended that Agent Lynn pay for the cost of the repairs to the Bureau car.

mlw

ADDENDUM:

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Mumford, Hendon, Harbo, and Glavin of May 8th unanimously agreed that this Agent should not be held responsible for the accident in question.



THE DIRECTOR

May 23, 1961

THE JOINT COMMITTEE

SUGGESTION #221-C

EMPLOYEE: SAC TRAYNOR  
SPRINGFIELD FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 C/P

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
H. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That duplicate serials be destroyed only in those cases which are of more than two sections and that this be done at time of closing.

ADVANTAGES: 1. The greatest saving of filing space is achieved in more voluminous types of files rather than in smaller files.  
2. The amount of work required to pull the duplicate serials from all files may not be justified by the amount of space saved.

DISADVANTAGES: 1. Material savings of space often can be had through the destruction of duplicate serials in single section files. This is particularly true in those instances where reports of voluminous nature have been furnished only for informative purposes.

2. This leads to a lack of uniformity in the filing processes which in turn without taking time out to make notations on various files would constantly raise the question as to just how many copies of a particular serial should be in possession of an office.

3. Most frequently it would be the file of more than two sections which would be reopened after closing and if duplicate copies had been immediately destroyed sufficient copies for pending work might not be available.

RECOMMENDATION: Unanimously opposed.

RECORDED 66-2534 S/D  
&  
INDEXED 72

EX-26

REMARKS: Unanimously opposed by the Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Ladd, Hince, Ladd, Long and Rosen in attendance.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

1946  
Mr. Hendon  
Mr. Clegg

THE DIRECTOR

May 28, 1946

77960

THE JOINT COMMITTEE

SUGGESTION #131

EMPLOYEE: INSPECTOR GURNEA

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5CJ/DM

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Schacht

EMPLOYEE SUGGESTS:

That instructions be issued to the field for Agents in Charge to arrange appearances before the employees of each bank during which a discussion would be held as to the Bureau's jurisdiction in bank robberies and the assistance which the employees could render.

ADVANTAGES:

1. It would result in favorable public reaction and possibly serve as a deterrent to bank robberies.
2. It would increase the cooperation of banking employees in the solution and handling of bank robberies.

DISADVANTAGES:

1. There are thousands of banks throughout the U. S. and such an all inclusive program would entail a tremendous amount of work not justified by the expected results.
2. A great number of banks throughout the country have but two or three employees which situation would not render itself to the delivery of the type of lecture contemplated.
3. The same purposes can better be achieved by appearances before state and regional bank associations.
4. To a degree, the same thing has been done through the distribution of posters and letters to the banks throughout the country.

RECOMMENDATION:

Unanimously opposed to the appearance of Bureau representatives before employees of each individual bank but it is recommended that a letter go forth to all Agents in Charge suggesting that appearances before the state and regional banking associations should be encouraged.

REMARKS

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Tamm, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and Rosen in attendance, was unanimously opposed to the suggestion and in agreement with the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon  
Mr. Clegg

RECORDED  
INDEXED

EX-26

77958

May 20, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #129-C

EMPLOYEE: ASAG BUCKLEY  
BUFFALO FIELD DIVISION

Expatriate Conference

## MEMBERS PRESENT:

H. H. Clegg  
R. G. HendonD. E. Conroy  
E. Scheidt

## EMPLOYEE SUGGESTS:

That ~~Form~~ Letter FD-128 be revised, as indicated in the attached to include the statement that the new office to which the security index card is being sent, because of the change in residence of the subject, was being considered as the new office of origin.

## ADVANTAGES:

1. This would eliminate the need for a separate letter to the Bureau requesting permission to change office of origin which in turn requires another letter from the Bureau to the new office and old office of origin.
2. Some offices are presently adding the statement to Form FD-128 which primarily is for the purpose of correcting security index cards in the Bureau and this proposal would legalize this practice.
3. There is no discretion as to the designation of the office of origin in these cases since upon a change of residence, after verification by new office, that office is the office of origin. Consequently, there is no disadvantage to having the office automatically designated without requiring separate correspondence.
4. The present system is ponderous and unnecessary.

## DISADVANTAGES:

1. In all other types of cases a specific request must be made of the Bureau for a change in the office of origin which is then made by the Bureau. It is pointed out in this regard, however, that this practice has been followed because ordinarily the question of discretion is present.

## RECOMMENDATION:

Unanimously favorable. RECORDED

INDEXED

EX-26

21

EX-26

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/80 BY SP-5C/DM

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Hendon  
Mr. Clegg

JUN 7 1946

77959

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on June 4, 1946,  
with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols,  
Hince, Ladd, Long and Rosen in attendance.

Respectfully,  
For the Conference

✓  
Clyde Tolson

OK  
H.  
EAT  
E. A. Tamm

77957

THE DIRECTOR

May 28, 1946

THE JOINT COMMITTEE

SUGGESTION 7129-A

EMPLOYEE: ASAC BUCKLEY  
BUFFALO FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Schmidt

EMPLOYEE SUGGESTS:

That uniform indexing of communist material be achieved and particularly that involving indexing of technical surveillance logs.

RECOMMENDATION:

It is recommended that this be included in the survey presently being made in the field as to the handling of technical and microphone surveillances.

REMARKS

EXECUTIVES' CONFERENCE CONSIDERATION:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CJB

The Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and Rosen in attendance, was unanimously in agreement with the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

&

INDEXED

66-2554-6413

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IB

II

31

JUN

6

1946

EX-19

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Hinchey \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Reese \_\_\_\_\_  
ss Gandy \_\_\_\_\_

JUN 7 - 1946

Mr. Hendon  
Mr. Clegg

Ev.

77956

THE DIRECTOR

June 5, 1946

THE EXECUTIVES' CONFERENCE

The Executives' Conference, Messrs. Tolson, Glavin, Q. Tamm, E. A. Tamm, Hendon, Nichols, Rosen, Ladd, Long and Hince being present, on June 4, 1946, considered and recommends approval of the request made by the Examining Board at Seattle, Washington, that Mr. George Eastman of the Seattle Police Department presently attending the FBI National Academy be given the examination for the position of Chief of Police under Bureau supervision on June 7, 1946. It approved the examination which has been received will be given to Mr. Eastman by the Training Division and will be mailed to the Examining Board from the Bureau.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CIB/BJ

cc: Mr. Clegg  
Mr. Hendon  
LAH/wl

E. A. Tamm

EX-23 INDEXED & RECORDED  
66

66-2554-5014  
F B I  
31 JUN 6 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm

57 JUN 7 1946

H.H.H.

77955

THE DIRECTOR

JUN 23, 1946

THE JOINT COMMITTEE

SUGGESTION 4129 -D

EMPLOYEE: ASAC BUCKLEY  
BUFFALO FIELD DIVISIONALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/70 BY SP-5 CJB

## MEMBERS PRESENT:

H. H. Clegg  
R. C. HendonE. R. Conroy  
E. Scholte

## EMPLOYEE SUGGESTS:

That when the subject of a security index card has moved to another field division and the office of origin has been changed the security index card be destroyed rather than placed in the investigative file of the former office of origin as presently required.

## ADVANTAGES:

1. Since the subject no longer lives in the territory the card is not particularly useful and if the subject moves back to that territory a new card bearing up-to-date information would have to be made.

2. It would save the filing processes presently required.

## DISADVANTAGES:

1. The placing of the security index card in the file serves as a flag to the importance of the subject and readily shows he is or has been the subject of such a card.

2. Very little effort is required in including card in file.

3. It furnishes information of value and serves as a ready reference.

4. In the event the subject moves back you have from the card basic information which is helpful in the preparation of the new card.

## RECOMMENDATION:

Unanimously opposed.

RECORDED  
&  
INDEXED

NOTED

## EXECUTIVES' CONFERENCE CONSIDERATION:

EX-23 68

66-2554-50/5  
JUN 6 1946

Unanimously opposed by the Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and Rosen in attendance.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

JUN 7 - 1946

Mr. Hendon  
Mr. CleggRespectfully,  
For the Conference

Glyde Tolson

E. A. Tamm



77954

THE DIRECTOR

MAY 23, 1946

THE JOINT COMMITTEE

SUGGESTION #74

EMPLOYEE: SAC H. H. KIMBALL  
RICHMOND FIELD OFFICE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 C/SJ/STP

RECOMMENDATION:

R. T. Harbo  
R. G. Hendon

E. E. Conroy  
H. Schmitt

EMPLOYEE SUGGESTION: That the Richmond Office be permitted to maintain an index covering the nicknames of individuals referred to on technical surveillances. At the present time the list of such nicknames is maintained in memorandum form.

ADVANTAGES:

1. It is necessary for those handling the technical surveillances to have available a list of the nicknames referred to.
2. In view of the continuous changing of names it is easier to maintain the information alphabetically on index cards than in memorandum form.
3. No more work is required to maintain an index than to maintain an up-to-date memorandum.
4. Practically every office of the Bureau having technical surveillances maintains such an index in order to readily identify individuals by the nicknames that are recorded during a telephone conversation. This is imperative when new employees are assigned to such technical surveillances. It is very helpful. These indexes are of a temporary nature utilized just during the life of the technical surveillance and then destroyed.

RECOMMENDATION: Unanimously that the Richmond Office be permitted to maintain an index of this nature.

KOH/wl

RECORDED

INDEXED

166-25545016

EX - 23

36 JUN 3 1946

EXECUTIVES' CONFERENCE ACTION:

Unanimously approved by the Executives Conference on June 4, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JUN 7 - 1946

cc: Mr. Clegg  
Mr. Hendon

77953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5ci/bhf

66-2554-8817

NOT USED

77952

MAY 29, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION # 199

EMPLOYEE: AGNES TOWNLEY  
BIRMINGHAM FIELD OFFICE*Executive Conference*MEMBERS PRESENT:R. T. Harbo  
R. O. HendonE. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIB/KR

EMPLOYEE SUGGESTS: That the Bureau eliminate the requirement for the restatement of all outstanding undeveloped leads for all offices in reports submitted by the offices of origin and prosecution.

ADVANTAGES:

1. The present rule entails a great amount of extra stenographic time in making additional copies of reports merely for the purpose of restating leads.
2. It would save a large amount of paper.
3. It would eliminate the supervisory and clerical time required in auxiliary offices in checking and filing the reports in which no new information of value is set out.
4. The office of origin charged with the supervision of the case without the restatement of leads can adequately follow them with auxiliary offices.
5. It is comparatively easy in the review of the file to determine what leads are outstanding in other offices.

DISADVANTAGES:

1. Supervisors in the office of origin have broken down and readily available in the last report submitted by them, a list of the leads outstanding in all offices.
2. The restatement of the leads may, to some degree, serve as a follow-up on the auxiliary office.

RECOMMENDATION: Unanimously favorable.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EXECUTIVES' CONFERENCE ACTION:

Unanimously approved by the Executives Conference on June 4, 1946, with Messrs. Tolson,

Glavin, Quinn Tamm, E. A. Tamm, Hendon, Nichols, Hince, Ladd, Long and

Posen in attendance.

Respectfully,  
For the Conference

E. A. Tamm

Clyde Tolson

SUGGESTION #221-4  
EMPLOYEE: SAC TRAYNOR  
SPRINGFIELD FIELD DIVISION

77951

7. Inasmuch as the folders each occupy only slightly more space than two thicknesses of heavy paper the amount of saving in space which would be effected by removing these folders would not be worth the time and effort required to place this procedure into effect.

RECOMMENDATION:

Messrs. Clegg and Hendon are opposed to the destruction of the folders immediately upon the closing of a case but in favor of destruction if case be closed for one year at which time under the present rules the duplicate serials are also to be destroyed. They are also opposed to the use of any dividers as suggested by Mr. Traynor in view of the fact that labels on cabinets show contents.

Messrs. Conroy and Scheidt are opposed to the destruction of folders at any time.

ROH:rs *pe*

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference considered this suggestion on May 31, 1946, with Messrs. E. A. Tamm, Hendon, Harbo, Mumford and Roach in attendance.

Mr. Mumford was opposed to the folders being destroyed at any time.

Mr. Roach was of the opinion that they should be destroyed immediately upon the closing of the case.

Messrs. Tamm, Hendon and Harbo <sup>*W. Lee*</sup> were of the opinion that the folders should be destroyed after the case has been closed for one year, at which time the duplicate serials under present rules are also to be destroyed. These members of the Conference were also opposed to the use of any dividers as suggested by Mr. Traynor since they felt that the labels on the cabinets would sufficiently show the contents thereof.

Respectfully,  
For the Conference

*Clyde Tolson*  
Clyde Tolson

*E. A. Tamm*  
E. A. Tamm

77950

THE DIRECTOR

May 28, 1946

THE JOINT COMMITTEE

SUGGESTION 2221-1

EMPLOYEE: SAC TRINIDAD

SPRINGFIELD FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. G. Henson

E. E. Gurney  
E. Schmidt

EMPLOYEE SUGGESTS:

That the ~~folders for closed files~~ should be destroyed at the time the case is closed and dividers placed for guides every ten or fifteen files apart in closed files section.

ADVANTAGES:

1. This would be a material saving since the file folders often take up almost as much space as a small file requires.
2. The folders in the old closed files are of little service or use.

DISADVANTAGES:

1. With the folders it is easier to observe the loss or misplacement of any closed file.
2. The folder serves as a ready repository for a charge-out slip when the file is pulled for use.
3. Under the proposed system it is far easier to locate, withdraw, and replace a file in the jacket since the file number is readily visible.
4. If the folders were destroyed it would require making up a new folder at such a time as a closed case is reopened. This would frequently happen in the event the folder were immediately destroyed on the closing of a case.
5. Dividers are made invariably of heavy press-board and by placing one of these dividers behind ten or fifteen files there would be no material reduction in space.
6. It would require considerable time and effort to provide dividers every ten or fifteen files in the closed files space particularly in an office such as New York which has approximately 200,000 closed files.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC: Mr. Henson  
Mr. Clegg

78 JUN 7 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CJP/PAF

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5/14/46

77949

FROM : A. E. LEONARD

SUBJECT: FEDERAL STATISTICS -  
CREDIT FOR CONVICTIONS

The attached memorandum of Mr. H. H. Hair to Mr. Pennington under date of May 8, 1946, recommends that consideration be given to recording convictions for the office where the investigation was initiated and most of the work done rather than, as we have in the past, for the office where the conviction occurred.

The memorandum cites as an example under the new Federal procedure a case originating in Macon, Georgia and prosecuted in Pittsburgh where the fugitive was located. Pittsburgh received the credit for the conviction although the office covering Macon, Georgia handled most of the investigation.

Observation

In the example given in the memorandum of Mr. Hair had the situation been reversed the office covering Macon, Georgia would have received credit under the present procedure. In other words, it works both ways and I believe that any attempt to deviate from our established policy of recording convictions for the office where the conviction occurred will only create additional correspondence with the field in cases where a particular field office feels they did more work than some other office in a particular case.

RECOMMENDATION:

It is recommended that we continue to record convictions as we have in the past for the field office covering the territory where the subject was convicted.

It may be observed there are one or two isolated exceptions to this general rule in Texas and California where San Diego's cases for example are consistently tried in a court covered by the Los Angeles Office.

Attachment

AEL: MWH  
5-20-46 LBN:MP

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/17/90 BY SP-5 CJP/HK

The Executives Conference consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Tracy, Harbo, Glavin and Nichols considered the foregoing recommendation and unanimously recommended that no change be made in our present system of keeping records.

Director's notation: "OK H."

50 JUN 11 1946

RECORDED

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47 JUN 7 1946

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EX-40

ORIGINAL COPY FILED IN 66-2362-2497

77948

It is believed desirable that these Agents not only assume the responsibility for the technical instruction of other Agents in their respective Field Offices but that they also be charged with the application of the units to various simulated or real investigative situations to be followed by a report to the Bureau.

It is suggested that action in this matter be approved as soon as possible in order that the Agents concerned can be instructed to cancel their present train reservations and experience a minimum of difficulty in obtaining reservations for Saturday afternoon.

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Egan \_\_\_\_\_  
 Mr. Gurnea \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Pennington \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_



77947

MR. R. T. HARBO

MAY 14, 1946

I. W. CONRAD

\*SNOOPERSCOPIES

Executive Conference  
Infra Red Light

Reference is made to your memorandum to Mr. Tolson dated April 24, 1946, concerning sniperscopes which indicated that one Agent from New York, Baltimore, Chicago and Philadelphia would be trained in the use of the sniperscopes which have been obtained by the Bureau while at the Bureau for In-Service training.

These Agents should be given instruction in unpacking, assembling, operation and routine adjustment of the sniperscopes so that they can train other Agents in their respective offices and use the equipment on a trial basis to determine its application to investigative situations in the Field. It is particularly desirable that the Sound Agents of each of these offices be given specific instruction upon the return of the In-Service Agents to their office of assignment.

It is believed that one day of training will be sufficient for the operation of the unit in view of the relatively small group which will receive the instruction. Since the equipment is primarily intended for night operation, it is necessary that four hours of training and instruction be carried on during the night time.

Since there are no Agents from the Baltimore Office in the current In-Service training class, it is anticipated that training of a Baltimore Agent will be given subsequent to May 20, 1946, when there will be two Agents from Baltimore at the Bureau for In-Service training. It is further considered desirable that an Agent of the Washington Field Office receive similar training and that such training be given at the time the Agent from Baltimore is instructed in the operation and care of the sniperscope. Operation by the Washington Field Office on a trial basis will allow more close supervision of the Field's trial work than is possible in the other cities.

Following arrangements with Mr. Rogers of the Training Division, Mr. Swartz called for volunteers from New York, Chicago and Philadelphia in the present training class and received responses from Agents of each city.

RECOMMENDATION

It is recommended that Special Agents F. E. White of Philadelphia, F. W. Matthys of Chicago and E. R. Clayton of New York be instructed to report to the Radio and Electrical Section at 7 PM Friday, May 17, 1946, to receive four hours that evening followed by four hours of instruction beginning at 9 AM Saturday morning, May 18, 1946. It is noted that these Agents volunteered for the training in the sniperscope on the basis of receiving compensatory leave for the eight hours of training to be given.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-SC/BK

JUN 12 1946

ORIGINAL COPY FILED IN 11-157-28

77946

June 6, 1946

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

SURPRISE TARGET COURSE

The Executives' Conference, Messrs. Tolson, Glavin, E.A. Tamm, Q. Tamm, Hendon, Nichols, Rosen, Ladd, Long and Hince being present, June 4, 1946, considered the new surprise target course for In-Service firearms training. The question was raised as to whether enlarged photographs on the targets should be photographs of Bureau employees. The Conference was unanimously unfavorable. The Conference also considered whether photographs of existing I. O. fugitives might be used on the targets. The Conference was unanimously unfavorable. The Conference recommends that photographs of notorious deceased criminals such as John Dillinger, Babyface Nelson and Doc Barker be used.

The Conference was informed that the cost of preparing the enlarged photograph targets would be \$4.20 per week for the In-Service Class. The Conference was also informed that targets might be printed from plates, the individual cost of which would be \$77.00 for each of fifteen plates. Thereafter the targets could be printed for a cost of approximately ten cents each.

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CIP/STW

LAM/wl

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

54 JUN 12 1946

RECORDED

66-2554-5022  
JUN 7 1946

INDEXED

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E8F-12

77944

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : The Director

ALL INFORMATION CONTAINED

DATE: May 23, 1946

FROM : Mr. A. Rosen

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 C/BK

SUBJECT: SUPERVISION OF WAR RISK INSURANCE INVESTIGATIONS

The New York Division has requested instructions concerning the handling of investigations of claims made under the War Risk Insurance provisions of the Merchant Marine Act of 1936 as amended.

The New York Division has received a request from Mr. Thomas H. Walker, Special Assistant to the Attorney General in the Admiralty Division of the United States Attorney's Office in New York, to conduct investigations in certain cases in which suits have been filed under the above-mentioned statute. These suits involve claims of personal injury on behalf of persons serving in the Merchant Marine.

Magnitude of the Problem

Mr. Walker has explained that thousands of claims are made under this statute but that a vast majority of them are settled without litigation by the War Shipping Administration. Only a very few reach the litigation stage and are referred to the Admiralty Division. At the present time, according to Mr. Walker, the Admiralty Division is considering twenty-five cases and will request us to conduct investigation in some of those cases.

Duplication of Investigation Necessarily Involved

The New York Division requested the Bureau's comments as to whether it should receive these cases for investigation because there has been some investigation conducted by the War Shipping Administration. Since the War Shipping Administration is charged with the responsibility of handling these claims this is necessarily true just as it is true that certain inquiries are made in the preliminary stages of an ordinary War Risk Insurance case by the Bureau is invariably called upon to conduct investigation and in the cases under consideration just as in the War Risk Insurance cases, there will be some small degree of duplication of investigation.

It is not felt, however, that we would be departing from our usual policy of refusing to investigate a case already investigated by another agency. If we accept these cases, in their essence they are merely a form of War Risk Insurance investigations and it is felt that our usual policy to investigate War Risk Insurance cases should be applied concerning the instant ones.

Comment

As above stated, the sum total of these cases pending at the present time is twenty-five. However, at some future date this number might possibly

58 JUN 18 1946

INITIALS ON ORIGINAL

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77945

Memorandum for the Director  
Re: Supervision of War Risk Insurance Investigations

increase materially and it is therefore felt that the Attorney General should be advised that we are conducting this type of investigation so that if, in the future, the problem should so increase that it would be necessary for us to request additional funds in order to meet it, the Attorney would have been informed that we are in this field.

Action

There is attached for your approval a memorandum to the Attorney General advising him of the request received from Mr. Walker, and a letter to the New York Office authorizing them to accept these cases for investigation.

Attachment

GCC:FAW  
66-6200-82

Addendum: On May 24, 1946, the Executive Conference, attended by Messrs. E. A. Tamm, Glavin, Hendon, Hince, Harbo, McGuire, Ladd and Rosen, approved the attached memorandum to the Attorney General and letter to the New York Office.

Director's notation: "OK H."

77942

D. H. LADD

~~SECRET~~

May 22, 1946

J. C. STRICKLAND

SOVIET ESPIONAGE INVESTIGATIONS  
Espionage - R

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

With increasing frequency in the recent past a number of cases have been noted of individuals who clearly appear to be connected with Soviet espionage, courier activity, or other Soviet intelligence work who have been investigated by various field offices some years ago under the characters Espionage - G, Internal Security - G and Security Matter - G, the cases being closed because of the development of information reflecting the bitter anti-Nazi political orientation of the subjects. [One case which comes to mind is the case of an individual who some years ago was reported by [redacted] to be an agent of the 4th Department and who was extensively investigated as a possible German espionage agent. The 4th Department is, of course, the old reference to the Intelligence Department of the Red Army, commonly known at the present time as Red Army Intelligence which is the parent organization involved in the Corby case, the Germain Rabinowitch case and other pending Bureau investigations.] (S) (S)

A number of other cases have been noted which when investigated in the light of the information presently available regarding Soviet espionage and the techniques of Soviet espionage agents appear to clearly involve probable Soviet intelligence activity.

It must be remembered in this connection that most of the detailed valuable substantive information regarding Soviet espionage has been only comparatively recently developed and consequently many such cases were undoubtedly closed before the Bureau was in possession of sufficiently detailed substantive information to properly evaluate them.

In addition, it should be borne in mind that an agent investigating an individual as a German espionage suspect or for similar reasons immediately prior to and during the war was not psychologically in a favorable position to evaluate information possibly indicating Soviet activity, since the development of such information, at least in its initial stages, would probably show nothing more than the strong anti-Nazi character of the subject which is an excellent reason, of course, for closing German investigations and almost as excellent a reason for continuing investigations involving Soviet/Communist activity.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

UN 25 1946 45  
WKM:mm

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EX-26 FBI  
-76 JUN 6 1946

INITIALS ON ORIGINAL = 12

Classified by SP-5C/PAF  
Declassify on: OADR

10/17/90

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~~SECRET~~

On the basis of the increasingly frequent discovery of cases falling within the above category, it is felt that there are undoubtedly other closed cases where similar factors prevail and it is believed that a review should be made of such cases for the purpose of definitely determining the existence of any cases originally investigated under a C character and presently closed which are worthy of investigation from the Soviet/Communist standpoint.

ACTION:

Attached for your approval and for the approval of the Executive Conference is an appropriate letter to all SAC's and to all Bureau officials and supervisors instructing that a review be made by the field offices of closed cases falling within the above category for the purpose of reopening such cases under the character Espionage - R or Internal Security - R as may appear to be worthy of investigation from the standpoint, particularly, of Soviet or Communist activity. It is realized that in a few of the larger field offices this review will involve considerable time and effort but it is believed that it should definitely be done as soon as possible. If such a review develops only a few cases worthy of attention from an Espionage - R or Internal Security - R standpoint, it will have been well worth while and it is strongly felt that such a review will develop a number of such cases. While it is believed that this review is both necessary and advisable, in view of the length of time elapsing since some of these cases have been closed and in view of the present shortage of agent personnel, it is not believed that it should be made, at least for the present, a special priority project and the field is being so instructed in the proposed attached SAC letter.

ADDENDUM: (JRM)

I recommend against the above-outlined action on the basis that the work involved would not be compensated for by the results, and our coverage of this espionage group is becoming sufficiently thorough that the names of any persons now contained in our files who are still sufficiently active to justify investigation, will gradually come to our attention. It is accordingly recommended that the proposed instructions not be sent to the Field.

Attachment

Concurred in by Executive's Conference attended  
by Messrs. Tamm, Rosen, Glavin, Nichols, Harbo,  
Kince and Mumford 6-3-46. JRM.

~~SECRET~~



77941

THE DIRECTOR

May 14, 1946

The Executive Conference

At a meeting of the Executives' Conference on May 14, 1946, attended by Messrs. Tolson, Tamm, Glavin, Harbo, Glegg, Tracy, Hendon, Nichols, McCabe and Ladd, the suggestion of Special Agent W. L. Thompson relative to holding conferences in the field each three months for the Communist supervisors was discussed. It was pointed out to the conference that the suggestion was that the field office in which the headquarters of the Communist district was located should hold a conference each three months to be attended by the Communist supervisors from the other field offices in that area comprising the Communist Party district, that the field office holding the conference should prepare an agenda in advance, that the conference should last for two days at least on the first occasion and thereafter on subsequent occasions for either a day or two, depending on the agenda. An example was cited that the Chicago district of the Communist Party would cover the field territories comprising the Chicago, Springfield, Louisville and Indianapolis Field Divisions and that, therefore, those offices would have the Communist supervisor or the Agent handling the Communist cases in that territory attend the conference to be held in the Chicago Office. The proponents of this suggestion pointed out that this would permit closer coordination of the activities within a Communist district and would permit the free and ready exchange of ideas and suggestions concerning developments in the Communist Party in that district. Those being in favor were Messrs. Tamm, Glavin, Harbo and Glegg.

The opponents to this suggestion did not feel that enough would be gained from the holding of such district conferences to warrant them. The opponents being Messrs. Tolson, Tracy, Hendon, Nichols, Ladd and McCabe.

The Executives' Conference also considered the suggestion that the field division covering the district where a Communist Party headquarter is located should supervise all Bureau investigation in that particular district. It was pointed out to the conference that the Bureau's coordination of this investigative work at the Seat of Government is more satisfactory and the conference unanimously recommended that the supervision continue as at present.

In the event you approve of the adoption of this suggestion, there are attached hereto letters to the various field offices instructing that they place in effect this program. In the event you disapprove of the suggestion, no letters will be sent. In either event, on receipt of an indication of your views, a letter will be presented to Special Agent W. L. Thompson advising of the disposition of his suggestion.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Attachments

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIP/KK

Respectfully  
For the Conference

Glyde Tolson

E. A. Tamm

RECORDED

ORIGINAL COPY FILED IN

66-6200-100-507

JUN 14 1946

Mr. Glegg

Mr. Hendon

TEL:dz



LBN:hbm

77940

April 10, 1946

The Director

Executives Conference

*le*

The Executives Conference, consisting of Messrs. Tolson, McCabe, Ladd, Clegg, Hendon, E. A. Tamm, Harbo, Tracy, Glavin and Nichols, considered the issue which has been raised in In-Service classes as to what the reply should be following speeches made by Bureau personnel to the question of whether or not the FBI is investigating Communism and what the FBI's feeling is towards Communism.

Mr. Nichols pointed out that in the past we have followed the policy of instructing the Agents to say as little about Communism as possible, to merely point out that the Bureau investigates violations of laws of the United States and is charged by Presidential directive with going into matters pertaining to sabotage, espionage and other subversive matters. The Agents have been advised that they could quote from the Director's speeches, but in references to Communism they should specifically attribute the quote to the Director.

The Conference was unanimous in the recommendation that this was as far as we could go in answering queries on Communism.

Respectfully,  
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg  
Mr. Hendon

RECORDED

166-2564-5026  
F B I  
55 JUN 10 1946

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

EX-133  
INITIALS ON ORIGINAL 8

77939

THE DIRECTOR

June 6, 1946

THE EXECUTIVES' CONFERENCE

RECEPTION FOR GRADUATES OF THIRTY-SECOND SESSION, NATIONAL  
ACADEMY, THEIR WIVES AND BUREAU SUPERVISORS AND OFFICIALS

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Q. Tamm, Hendon, Nichols, Harbo, Ladd, Rosen and Hince being present, on June 5, 1946, unanimously recommended that arrangements be made for a Dutch-treat reception to be held for the members of the graduating class, their wives, and Bureau officials and supervisors to be in attendance. Such a reception, it was recommended, should be held from 6:00 - 8:00 PM on Wednesday, June 26, 1946. The Grand Ballroom of the Mayflower Hotel has been previously reserved for this date. Make similar to that available at the last reception will be arranged. The cost of the reception would be \$1.55 on a Dutch-treat basis in line with the last reception.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

LAH/WL

RECORDED  
&  
INDEXED

31 JUN 11 1946

EX-31

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

50 JUN 12 1946

77938

MAY 27, 1946

MR. R. T. HARBO

I. V. CONRAD

TELEPHONE CALL

GEORGE J. SALIBA

PRESTO RECORDING CORPORATION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIB/DAF

Mr. George J. Saliba of the Presto Recording Corporation telephoned Mr. Pfaffman of the Laboratory on the afternoon of May 23, 1946, relative to equipment just received by his organization from the Portland Field Division wherein Special Agent in Charge H. I. Bobbitt had requested that a spare 50 cutting head enclosed with one sound recording unit be replaced and exchanged by the Presto factory with a type 10 cutting head. Because of the considerable difference in prices between these two types of heads, Mr. Saliba had previously been instructed by Mr. Coffey to contact the Bureau before supplying any cutting heads to the field.

Mr. Pfaffman thanked Mr. Saliba for presenting this matter to the Bureau's attention and instructed him to advise Portland upon return of the equipment that the Bureau should be contacted relative to any exchange of cutting heads. (It is noted that the Presto Company allows the Bureau approximately \$20.00 credit for a type 50 head in good condition, whereas the charge to the Bureau for a 10 head is \$165.00, and inasmuch as the Bureau has a number of those 10 heads presently in stock, it was deemed advisable to supply a cutting head from the Bureau rather than have one purchased at the present time due to the budget situation.)

Mr. Pfaffman called to Mr. Saliba's attention the poor condition in which the Bureau has been receiving most of the overhauled and repaired 3D recorders recently and made special reference to the 16-inch portable recorder recently forwarded to the Presto factory for a minor change. In this connection the Bureau's request was completely disregarded by the Presto factory and a large number of other changes had been made including the replacement of a motor and the Bureau had been billed an excessive amount for the service. The Bureau refused to honor the voucher and is returning the equipment to the factory in line with its original request.

Mr. Saliba suggested to Mr. Pfaffman that the Bureau address all of its future communications to the Presto Recording Corporation to the personal attention of Mr. George J. Saliba. Mr. Saliba further suggested that the Bureau instruct all of its Field Divisions to likewise direct all letters to the Presto Recording Corporation for the personal attention of Mr. G. J. Saliba. Mr. Saliba stated that if these instructions were followed he would then give the Bureau's equipment the same personal attention he did prior to the war.

RECOMMENDATION: There is attached hereto for approval a letter to all Special Agents in Charge instructing them to address all communications to the Presto Recording Corporation for the personal attention of Mr. George J. Saliba.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Attachment - 6/3/46. Approved by Executive Conference - 6/3/46. Approved by Special Agents in Charge, 6/3/46. Approved by Mr. Harbo, 6/3/46. Approved by Mr. Egan, 6/3/46. Approved by Mr. Gurnea, 6/3/46. Approved by Mr. Ladd, 6/3/46. Approved by Mr. Nichols, 6/3/46. Approved by Mr. Rosen, 6/3/46. Approved by Mr. Tracy, 6/3/46. Approved by Mr. Carson, 6/3/46. Approved by Mr. Egan, 6/3/46. Approved by Mr. Gurnea, 6/3/46. Approved by Mr. Harbo, 6/3/46. Approved by Mr. Hendon, 6/3/46. Approved by Mr. Pennington, 6/3/46. Approved by Mr. Quinn Tamm, 6/3/46. Approved by Mr. Nease, 6/3/46. Approved by Miss Gandy, 6/3/46.

52 JUN 1 3 1946

INITIALS ON ORIGINAL

ORIGINAL FILED IN

COPY:FC

MR. W. R. GLAVIN

May 27, 1946

77937

DIRECTOR, FBI

lc  
When form FD-107, the duplicate property record, is next reprinted the instructions contained thereon to the effect it is to be filed in the personnel file should be eliminated. The procedure previously in effect as to the filing of that form in the personnel file has, of course, previously been changed.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 ci bnf

Approved by Exec. Conf. 5/24/46 (Messrs EA Tamm, Glavin, Hendon, Rosen, Hince, Harbo McGuire, and Ladd).  
RTH/af

RTH:ER

COMMUNICATIONS SECTION  
MAY 28, 1946

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55 JUN 14 1946  
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EX-25

57 JUN 24 1946

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replied OK Montana Conference

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FBI  
55 JUN 11 1946

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59 JUN 12 1946

EX-25

FILE ON ORIGINAL

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16-371

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO *RLH*

FROM : I. W. CONRAD *IWC*

SUBJECT: RADIO STATIONS - SAFETY

DATE: May 10, 1946

Mr. Tolson \_\_\_\_\_

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Mohr \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Jones \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Tele. Room \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Beahm \_\_\_\_\_

Miss Gandy \_\_\_\_\_

As a result of recent Bureau action, the radio station maintenance inspection program carried on by the Radio and Electrical Section was discontinued.

I believe that certain safety functions of this program should be carried on by the regular Bureau Inspectors inasmuch as there are items of extreme danger to personnel contained in the various radio stations. While the Inspector who is not technically trained cannot be expected to eliminate all possible sources of danger from the various installations, certain checks can be made by him to determine whether safety rules are being followed and whether certain of the protective devices designed to reduce danger are working. In addition, it appears desirable to reiterate to the Field some of the presently outstanding radio safety instructions.

*2000*  
*5-15-46*

RECOMMENDATION: Accordingly, it is recommended that the Bureau approve the attached proposed addition to the Inspector's Manual to be included under the topic "Radio Stations." In addition, pursuant to your instructions, there is also attached hereto for approval an SAC letter reiterating certain existing safety instructions, and making the SAC responsible for the proper use of safety devices and the proper observance of safety precautions. In addition to going to all SAC's, it is contemplated that this communication will be forwarded to all Legal Attaches where SIS radio stations are now in existence.

## Attachments

Addendum: Approved by Exec. Conf. 5/16/46.

Present - Messrs. Tolson, E. A. Tamm, Tracy, Hendon, Ladd, Rosen, Lee, Hince, and Harbo.

IWC:MEM

31 MAY 22 1946

*Manual Revised 5-20-46*

*Two*

77935

SAC, OKLAHOMA CITY

MAY 28, 1946

DIRECTOR, FBI

FBI LAW ENFORCEMENT CONFERENCES

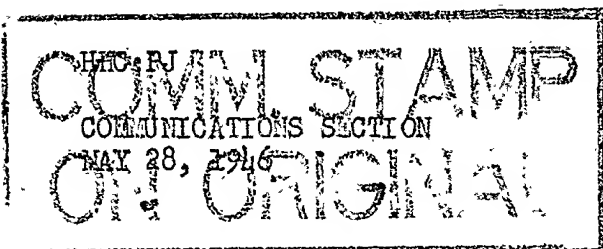
Reference is made to your letter dated May 14, 1946 concerning FBI Law Enforcement Conferences and particularly with reference to your suggestion that the Tulsa, Oklahoma, Police Department be authorized to put on a demonstration of a polygraph at your series of conferences. The Bureau is unable to comply with your request. In the first place the value and scientific acceptability of the polygraph machine is in such an uncertain status that the Bureau does not permit demonstrations to be given even by its own staff at Police Training Schools or FBI Law Enforcement Conferences. To permit the polygraph to be demonstrated by an outside agency at a school or conference sponsored by the FBI would give just as much approval and endorsement to the use of such equipment as if the Bureau's own staff conducted the demonstration. In the second place the degree of expertness by the local police department would be considerably less than that of representatives of the Bureau's staff with a corresponding lack of authenticity and interest. In the third place the Bureau is not desirous of promoting the Laboratory of another police agency even in the field where the value of such Laboratory equipment and services is so highly questioned.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CIB/HK

Approved by Executive Conference, 5/14/46,  
those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols,  
McCabe, Hendon, Ladd and Clegg.

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FBI  
55 JUN 11 1946

57 JUN 24 1946



THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #263

EMPLOYEE: KENNETH L. GOTTSCHALE  
OKLAHOMA CITY FIELD DIVISION

77934  
6/10/46

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CIB/KP

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

D. E. Conroy  
H. Schoidt

EMPLOYEE SUGGESTS:

That detailed instruction cards on the use of all photographic and photostatic equipment be prepared and mounted in the carrying cases and on the equipment.

ADVANTAGES:

1. This would make readily available to the Agents using the equipment instructions on how to handle it.

DISADVANTAGES:

1. A great amount of work would be required in the preparation of such cards.
2. It is felt that with the training and practice afforded the Agents they can operate this equipment efficiently without such instructions.
3. To be complete and helpful the instructions would be so lengthy to make their mounting, as suggested, impractical.
4. Instruction pamphlets are furnished with the equipment and should be available or readily obtainable in each office.

RECOMMENDATION:

Unanimously unfavorable

HCH:ER

RECORDED

EXECUTIVES CONFERENCE CONSIDERATION:

INDEXED JUN 13 1946

Unanimously opposed by the Executives Conference on June 11, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

6 JUN 13 1946  
Mr. Clegg  
Mr. Hendon

77933

THE DIRECTOR

6/10/46

THE JOINT COMMITTEE

SUGGESTION 0233

EMPLOYEE: ANNE V. MURPHY  
PHILADELPHIA FIELD DIVISION

THE INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIP/BJK

## MEMBERS PRESENT:

R. T. Harbo  
R. C. HendonE. E. Conroy  
E. Scholdt

## EMPLOYEE SUGGESTS:

That detailed instructions on the use of the Ediphone by Special Agents be issued and consideration given to mimeographing them and maintaining the instructions in an envelope attached to each machine.

## ADVANTAGES:

1. Agents would have readily available instructions on the use of the Ediphone.

## DISADVANTAGES:

1. This would seem to be a matter for individual handling by field offices where the problem exists.
2. Instructions in the past have been issued to Agents handling Ediphone dictation and as a matter of fact the company itself issues detailed instructions and printed bulletins are issued with the equipment.

RECOMMENDATION: Unanimously opposed.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED  
&  
INDEXED166-2554-5033  
IF IB II

Unanimously opposed by the Executives Conference on June 11, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance.

EX-26

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Egan \_\_\_\_\_  
 Mr. Gurnea \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Pennington \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

52 JUN 1946

77931

THE DIRECTOR

MAY 31, 1946

THE JOINT COMMITTEE

SUGGESTION 2100

EMPLOYER: MR. P. S. HAUGHTON  
BALTIMORE FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5CJ/bst

MEMBERS PRESENT: H. E. Harbo E. H. Conroy  
R. G. Hendon H. Scholtz

EMPLOYER SUGGESTED That when additional file cabinets are furnished to the field letter size rather than legal size be obtained.

ADVANTAGES:

*Cabinets*

1. The letter size cabinet takes up less space.
2. The letter size cabinet furnishes sufficient space for the maintenance of our files and unused space is present in the legal sized cabinets.
3. Such cabinets are cheaper.
4. Some field offices presently have legal size and others, letter size cabinets. To place the letter size cabinets in all field offices would establish uniformity.

DISADVANTAGES:

1. Many offices have legal size cabinets and to furnish them letter size cabinets would create a lack of uniformity within the individual office during the life of the legal size cabinet.
2. Whenever files were changed from the legal size to the letter size cabinets, it would be necessary to cut down the file folders.

RECOMMENDATION: Messrs. Scholtz, Harbo and Hendon are in favor.  
Mr. Conroy is opposed.

ROH/wl

*wl*

RECORDED  
INDEXED

66-2554-5034  
13 13 II

72 30 JUN 13 1946

EXECUTIVE CONFERENCE ACTION:

On June 10, 1946, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Harbo, Glavin, Quinn Tamm, Hendon, Nichols, Ladd, Rosen recommended that this matter be submitted to ten representative Special Agents in Charge so that a definite policy can be established as to what type of file cabinet should be furnished to the field.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

65 JUN 17 1946

COPY:mlp

OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

77930

TO : MR. TOLSON

DATE: May 29, 1946

FROM : R.T. HARBO

SUBJECT: SUM-AND-AMOUNT SECTION OF THE FRAUDULENT CHECK FILE

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5CJH

As you know, the fraudulent check file is composed of three units: 1 - signature section; 2 - sum-and-amount section; 3 - master section. A search in the signature section requires 3 to 4 minutes at most; in the sum-and-amount section 15 minutes; and in the master section 4 to 5 hours. We are presently classifying the master section with a view to cutting in half the amount of time required for searches through the master section.

Checks are first searched in the signature section. Those not identified there are searched through the sum-and-amount section and those which are still unidentified are then searched through the master section. In view of the small portion of checks identified in the sum-and-amount section we have made a restudy of the necessity for continuing it. Our most recent survey disclosed that only .1% of the identifications were made in the sum-and-amount section. If we were to eliminate the sum and amount section, identifications presently made there should, of course, be made in a later search in the master section of the file. Based on the statistical information available it appears that although the search of a single check through the sum-and-amount section requires only 15 minutes, we are spending 20 hours employee time searching checks through this section in order to save only 5 hours employee-time in subsequently searching through the master section of the file.

It is true that when searching in the sum-and-amount section the examiner is concentrating his attention solely on the manner in which the amount of the check has been written, whereas in the master section the search is based on the general appearance of the entire check with particular reference to the manner in which the signature is written. Thus we might fail to make an identification in the master section which otherwise might have been made in the sum-and-amount section.

In addition to the time required to search checks through the sum-and-amount section, some time is required to prepare new specimens for addition to this section of the file, which includes more than 20,000 specimens and under our present method of operation this file will grow in direct proportion to the number of checks received for examination, with a resultant increase, as time goes on, in the time required to search checks through this portion of the file.

RECOMMENDATION:

That the sum-and-amount section of the fraudulent check file be immediately discontinued.

RTH:AF

RECORDED

F B I

ADDENDUM: Approved by Executive Conference June 6, 1946 composed of Messrs. E.A. Tamm, Rosen, Mumford, Hince, Glavin, Nichols and Harbo.

52 JUN 17 1946 O.K. H.

INITIALS ON ORIGINAL

77932

In this regard the Conference feels that this will not be much of a problem since with the various projects we have recently instituted as to the files, much space for expansion in existing cabinets will be realized. In addition any new cabinets obtained at present will have to be secured from surplus property and often no choice will exist. It was felt, however, that where there is a choice in the future we should have a uniform policy on the type to obtain.

Respectfully,  
For the Conference

✓

Clyde Tolson

*E. A. Tamm*  
E. A. Tamm

*O.R.  
K.*

THE DIRECTOR

THE JOINT COMMITTEE

6/10/46

77929

SUGGESTION 235

EMPLOYEE: ASSISTANT SAC JACK WEST  
SAN JUAN FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/19/90 BY SP-5 CIP/ST

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the ~~field division~~ routing slip (FD-4) be revised to exclude a number of the printed items in order to afford more space for "remarks."

ADVANTAGES:

1. More space would be afforded to those using the routing slip in which to make their written notations.
2. It is alleged that the specific items such as "Assign to," "file," "Sent serials to" are not used frequently enough to warrant inclusion on the routing slip.

DISADVANTAGES:

1. There is sufficient space on the routing slip at present for any reasonable notation, particularly since conciseness is desirable.
2. The items it is suggested to remove are frequently utilized by many SACs and supervisory officials.
3. The present routing slip contains on it items as a result of suggestions in the past from the field based upon requirements.

RECOMMENDATION:

Unanimously opposed.

RCN:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on June 11, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance.

Respectfully,  
For the Conference

Clyde T. Tolson

RECORDED

INDEXED

E. A. Tamm

EX-26

JUN 13 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Mr. Gandy

cc: Mr. Clegg

Mr. Hendon

JUN 17 1946

77928

June 10, 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference of June 7, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Hince, Nichols, Quin Tamm, and Glavin recommends that in the future In-Service and new Agent Training Schools be not held on holidays since it is entirely possible that certain of the Agents attending the Schools may request reimbursement at double time, which would necessarily have to be paid if such a request were made.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIB/HK

CC: Mr. Hendon  
Mr. Clegg

RECORDED  
&  
INDEXED

166-2554-5037  
JUN 14 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Mr. Gandy

50 JUN 18 1946

50 JUN 14 1946



77926

TO: MR. LADD

DATE: June 5, 1946

FROM: C. H. CARSON

SUBJECT: SIX MONTHLY ADMINISTRATIVE REPORTS

At the present time SIS offices forward five copies of their Monthly Administrative Reports to the Bureau. It is believed that three copies would be sufficient as two copies are used for tickler purposes, one in the SIS Division and one in the Administrative Division, and three copies are presently available for filing whereas one should be sufficient.

RECOMMENDATION:

It is recommended that the SIS Manual be changed to provide that only three copies of Monthly Administrative Reports should be forwarded to the Bureau. A suggested Manual change is attached.

Attachment

GWH:tlc

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CJS/BJZ

APPROVED BY EXECUTIVES' CONFERENCE WITH MESSRS.  
TOLSON, TAMM, LEE, HARBO, Q. TAMM, HENDON, HINCH,  
ROSEN AND LADD ATTENDING. 6-12, 46 DML

EX-140  
72

EX-140

RECORDED

INDEXED

72

EX-140

166-2554-5038  
IF IB II  
31 JUN 13 1946

59 JUN 20 1946

77927

June 5, 1946

PROPOSED CHANGE IN  
SIS MANUAL

- 6L. MONTHLY ADMINISTRATIVE REPORTS (see appendix) - The monthly administrative report shall be prepared on the first day of each month, Sundays and holidays excluded and the original and two copies shall be forwarded to the Bureau by the first available courier thereafter.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CJ/BMF

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

49  
APPROVED BY EXECUTIVES CONFERENCE WITH MESSRS.  
TOLSON, TAMM, LEE, HARBO, Q. TAMM, HENDON, HINCE,  
ROSEN AND LADD ATTENDING. 6-12-46 DML

66-2554-5038

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: May 27, 1946

FROM : MR. D. J. PARSONS

SUBJECT: RESTORATION OF OBLITERATED NUMBERS  
RESEARCH

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/17/92 BY SP-5 CJB/STF

Prior to the war we had a research project seeking to find new methods and improve present techniques in the restoration of numbers obliterated from metal surfaces. Due to war activities this research was discontinued. During the war we also obtained additional equipment as well as followed new industrial metallurgical work and it is now felt that we can considerably improve our procedures through research.

As a specific example, Mr. LaRock to whom the previous research was assigned, has made some specific tests to determine the feasibility of using the Magnaflux to determine an original number which has been effaced or obliterated. In several instances he has been successful and this alone offers a very promising approach to the problem since the examination can be conducted in a very few minutes whereas the acid etching procedure which we are now using may consume many hours.

It is recommended that a research project on the restoration of obliterated numbers on metal be authorized. This will be assigned to LaRock as a continuing project since it will require very little time and can be done in conjunction with number restoration cases as received. Therefore, for the present it will be necessary only to periodically submit a progress report showing a comparison of the new method with the previous procedure. The time required for this research will depend on the number of cases received but is not expected to be more than approximately one hour a week.

ADDENDUM - 6/3/46 Approved by Executive Conference June 3, 1946 composed of Messrs. E. A. Tamm, Rosen, Mumford, Hince, Glavin, Nichols and Harbo.

RH

DJP:EH

Director's notation: "OK H."

RECORDED

F B I

EX - 26

55 JUN 14 1946

57 JUN 18 1946

ORIGINAL COPY FILED IN 80-602-96

77924

EXECUTIVES CONFERENCE CONSIDERATION

When considered by the Executives Conference on June 11, 1946, Messrs. Tolson, Quinn Tamm, Harbo and Leo recommended that this problem be submitted to ten representative Special Agents in Charge for their consideration since there seemed to be some merit in the suggestion.

Messrs. Lumford and Hendon were of the opinion that the disadvantages to the suggestion by far outweigh the advantages and that it should be unfavorably considered at the present.

If the majority opinion of the Conference is approved, appropriate steps will be taken to obtain the opinions of representative Agents in Charge.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

77923  
MAY 31, 1945

THE JOINT COMMITTEE

SUGGESTION 6184

EMPLOYEE: GERTRUDE L. JONES  
SALT LAKE CITY OFFICE

*Executive Conference*

MEMBERS PRESENT:

H. T. Harbo  
R. C. Hendon

H. H. Conroy  
E. Schaidt

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 C/PK

EMPLOYEE SUGGESTS: That the use of the terms "Unknown Subject" and "Unknown Victim" be eliminated from the titles of all reports and communications.

ADVANTAGES:

1. These terms are not indexed in any way since only the identifying data is indexed for assistance in locating a particular file.
2. The use of these terms adds nothing whatsoever to a title and the time required in typing them is not justified.

DISADVANTAGES:

1. The use of the term "Unknown Subject" is a flag that one or more subjects remains to be identified.
2. The use of identifying data might be confused. For example, in a bank robbery case if the title were merely "First National Bank, Cedar City, Iowa, Robbery, May 10, 1945", this might raise the question as to whether the name of the identified subject had been inadvertently omitted or whether it was an "Unknown Subject" case.
3. In setting out a complete title case, the use of the term "Unknown Subject" and the term "Unknown Victim" is valuable in reflecting how many subjects and victims are involved, identified or not.
4. Where a known alias, which likewise is known not to be a true name, is available it would be confusing if not preceded by the term "Unknown Subject".
5. The title would be clearer to U. S. Attorneys and other outside agencies who might have occasion to receive the reports of "Unknown Subject" cases.

RECORDED

INDEXED

66-2554-5040

EX-13

RECOMMENDATION:

Mr. Conroy and Mr. Harbo, favorable. Mr. Schaidt and Mr. Hendon,

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

58 JUN 17 1945

THE DIRECTOR

May 24, 1946

H. H. CLEGG

77922

The Executives Conference on May 20, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Tracy, Nichols, Ladd, Rosen, Hendon, and Clegg, considered the suggestion of SAC Hood that there be a special school of one day for Police Commissioners which might be held coincident with or at the conclusion of the next school for police executives in each Division.

The Conference was unanimously of the opinion that Police Commissioners, even though they are not actively supervising the police department other than as one of the City Commissioners, should be permitted to attend the Police Executives' School or if the SAC desires he could arrange to have the final day or some other day of the regular Police Executives' School arranged so that the program would be of joint interest to the Police Chiefs and the Police Commissioners. This was unanimously approved by the Conference.

Respectfully,  
For the Conference,

Clyde Tolson RECORDED

66-2554-5041  
F B I

E. A. Tamm

61 JUN 14 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/12/90 BY SP-SC/BTR

INITIALS ON ORIGINAL

cc - Mr. Hendon

Mr. Clegg

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 JUN 17 1946

ORIGINAL COPY FILED IN 1-47-46

COPY ETC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: May 20, 1946  
77921

FROM : THE JOINT COMMITTEE

SUBJECT: SUGGESTION # 213  
EMPLOYEE: EULA M. MARQUETTE  
NEW ORLEANS FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIP/PA

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That ~~Form FD-107~~ be discontinued and that ~~Form FD-22~~ be the only form utilized for the ~~maintenance of individual~~ property records for Special Agents.

Form FD-107 is a card upon which is listed the property assigned to each Agent which is kept up to date as changes occur. These cards for all Agents are kept in one place. Form FD-22 is the annual inventory of the property assigned to each employee, a copy of which is maintained in the personnel file.

ADVANTAGES:

1. It is cited that the elimination of the form FD-107 would eliminate duplication of records and effort.

DISADVANTAGES:

1. The purpose of the two forms is entirely different since form FD-107 is to keep an up-to-date, day to day record of the property charged to individual employees all in one place for ready change and reference. Form FD-22 is used to advise the Bureau of the property assigned to individual employees on an annual basis, and there is no requirement that it be kept up to date through entering interim changes.

RECOMMENDATION: Unanimously opposed and that the New Orleans Office be instructed to discontinue its present procedure of making interim changes on form FD-22 which requires pulling of the personnel files involved. Secondly, that form FD-107 be revised when next printed to eliminate the phrase contained thereon instructing that it is to be filed in the personnel files of the Special Agents, which instruction has previously been eliminated. It is suggested that the attached letter go forward to the New Orleans Office and the attached memorandum to Mr. Glavin.

ORTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

On 5/24/46 Executive Conference (Messrs. EA Tamm, Glavin, Hendon, Rosen, Hince, McGuire, Ladd, and Harbo) unanimously agreed with Joint Committee recommendation.  
RTH:AF

Director's notation: "OK H."

56 JUN 21 1946

CC : Mr. Clegg

ORIGINAL FILED IN 62-2134-540

RECORDED

INDEXED

F B I  
79 JUN 7 1946

INITIALS ON 62-2134-540



THE DIRECTOR

THE EXECUTIVE CONFERENCE

77918

June 12, 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/17/80 BY SP-5CJ/ovp

The Executive Conference of June 10, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quin Tamm and Glavin considered a request submitted by the Special Agent in Charge at Portland, Oregon that the Bureau approve the continued use of a Special Agent in the Portland Office for complaint duty.

It was pointed out to the Conference that during the period of one month, 237 telephone calls were handled by the complaint Agents and 91 interviews were handled by the complaint Agents.

SAC Bobbitt pointed out that approximately one half day is devoted exclusively by the complaint Agent to the handling of complaints.

He also points out that having the complaint Agent on duty, persons calling at the office are referred immediately to the complaint room. He points out that it is not infrequent that there are few Agents in the office at any particular time, with the result that on those days when telephonic and personal complaints are particularly numerous, an undue burden would be placed on the Special Agent in Charge and the Assistant Special Agent in Charge in handling calls and complaints with the result that undue burdens must, of necessity, be held in abeyance. He further points out that when an Agent knows in advance that his time will be devoted to complaints, the Agent's work can be so organized as to provide a maximum benefit out of the time to be devoted by him in the office on that date. He points out that files can be requested for review and dictation prepared during the intervals between interruptions brought about by personal and telephonic complaints.

From the information set forth, it is recommended that a different Agent is used on complaint duty.

The Conference was of the unanimous opinion that the complaint work in the Portland Division is not ~~so~~ <sup>such</sup> ~~much~~ <sup>that</sup> the necessary the assignment of an Agent to those duties and recommends that the Agent in Charge be advised that the complaint duty be handled by the Special Agent in Charge and the Assistant Special Agent in Charge in the future. For the Director's further information, there are pending in the Portland Division 826 cases at the present time.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

56 JUN 17 '46

77919

Subject to the Director's approval, there is attached herewith a communication addressed to the Agent in Charge at Portland concerning this matter.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

CC: Mr. Hendon  
Mr. Clegg

OK  
H.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

WRG/dmb

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #226  
EMPLOYEE: ASSISTANT SAC H. E. MOSS  
ST. LOUIS FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-SCI/PAF

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau arrange to maintain its own bulletin boards in lobbies of main post offices in field office cities and in cities where Resident Agencies have been established on which may be filed outstanding identification orders and wanted flyers.

ADVANTAGES:

1. The present local postal authorities do not maintain their bulletin boards in a current status and material posted there is incomplete.
2. On a separate bulletin board a majority of current identification orders could be maintained.
3. Greater publicity would accrue concerning the Bureau's activities to apprehend fugitives with a probable increase in fugitives identified by the public.

DISADVANTAGES:

1. The Bureau would undoubtedly be required to stand any expense involved.
2. There would be additional administrative responsibility for the field office and the Resident Agents.
3. It probably would be extremely difficult to maintain such bulletin boards in an orderly fashion since they are fully available to the public.
4. The proposed is impractical and would give rise to numerous questions of jurisdiction, space, expense of bulletin boards, who would control such bulletin boards, responsibility for maintaining them and possible disputes with other Federal investigative agencies who might likewise desire separate bulletin boards.
5. In all of the larger cities of the United States only a very small portion of the public goes to the main post office building, there being numerous branches.
6. Many field offices have numerous resident agencies and it would be a prohibitive undertaking to endeavor to maintain the quantity of bulletin boards called for by this suggestion.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECOMMENDATION:

cc: Mr. Clegg  
Mr. Hendon

Unanimously unfavorable.

EXECUTIVE CONFERENCE CONSIDERATION: 6/15/46, Messrs. Tolson, E.A. Tamm, Q. Tamm, Hendon, Hince, Ladd, Lee, Rosen, Harbo.

Unanimously unfavorable.

rth:af

RECORDED & INDEXED EX-440  
166-2554-504  
JUN 14 1946  
V. R. [Signature]

THE DIRECTOR

June 12, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 VJ/ONR

The Executive Conference of June 10, consisting of Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quinn Tamm and Glavin considered a suggestion submitted by former Special Agent Homer J. Belanger concerning the payment of \$10,000 to the widow of former Special Agent Aldine H. Horton, Jr., who died on June 2, 1946. Belanger, a practicing attorney at Baton Rouge, Louisiana at the present time, states that during Special Agent Horton's ten years of service with the Bureau, he belonged to the Special Agents' Insurance Fund and made contributions to that fund. Belanger points out the fund has accumulated a very large reserve and he, Belanger, feels that it can be justly and logically contended that if this reserve, minus the contributions which have been made subsequent to Mr. Horton's resignation, is presently larger than it was when he entered the Bureau in November, 1942, that his (former Special Agent Horton) contributions and premiums were still earning insurance at the time of his death.

Belanger suggests that this be determined and if such is the case, that is if the fund is of sufficient size, that Horton's contributions have not been entirely expended, that the present members be allowed to vote on the proposition of paying \$10,000 to the widow and children of Mr. Horton. Belanger states that he has written the communication entirely on his own initiative and neither Mrs. Horton or any other person is aware of its being written. He requested that if a favorable action can not be taken he be notified personally.

The Conference points out that the primary purpose of the fund is to protect Agents in an active duty status and that the members of the fund are aware of the fact that payments are made only so long as they are active members of the Bureau. As a matter of fact, the membership of the fund had been polled on this particular matter, even going so far as to pass on the problem as to whether retired Special Agents could be considered as members of the fund with the result that a negative vote was secured to the effect that only members on active duty in the Bureau be considered as being members of the fund in question and that

when members are separated from the service, either by retirement, resignation or being dropped from the rolls or by being placed on military leave without pay, that they are no longer considered as participating members of the fund in question. The fund has been set up to protect the Agent while an active member of the Bureau.

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

58 JUN 18 1946

RECORDED  
INDEXED  
EX-19

30 JUN 14 1946

The Conference is unanimously opposed to favorable action being taken in this particular case. It is further opposed to any vote being secured from the members of the fund. It therefore recommends that the attached communication so advising Belenger go forward.

Respectfully submitted,  
FOR THE CONFERENCE

*I most certainly  
Concur.  
H.*

*V.*  
Clyde Tolson

*EAT*  
E. A. Tamm

Attachment

CC: Mr. Hendon  
Mr. Clegg

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

WRG/amb

THE DIRECTOR

6/7/46

THE JOINT COMMITTEE

SUGGESTION /224

EMPLOYEE: AGNES TOTNEY  
BIRMINGHAM FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/90 BY SP-5 CIB/PA

MEMBERS PRESENT: R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau revert to the former rule requiring that the complete title of a report be set out where the title of a report is changed.

ADVANTAGES:

- \* Investigative Reports*
1. This procedure would eliminate the necessity for some review of the file on the part of the Agent dictating the report to ascertain the full title when necessary to set it out.
  2. It would make it easier to index changes in titles inasmuch as the nature of the changes would be more obvious.

DISADVANTAGES:

1. The amount of time spent in setting out the complete title in all changed title reports would outweigh the advantage gained under the proposal.
2. Under the present rule the change in the title is set out in the first paragraph of the details and the necessary information for indexing can thus be obtained readily.
3. The present rule does not prohibit the setting out of the complete title and hence if common sense reasons exist for doing it in a particular case this may still be done.

RECOMMENDATION: Unanimously unfavorable.

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

On June 12, 1946, the recommendation of the Executive Conference composed of Messrs. Tolson, E. A. Tamm, Q. Tamm, Hendon, Hince, Ladd, Lee, Rosen, and Harbo, was unanimously unfavorable.

RTH:AF

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon 1946

RECORDED  
&  
INDEXED

30 JUN 14 1946

June 13, 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference, with Messrs. E. A. Tamm, Harbo, Hendon, Hince, Ladd, Lee, Rosen and Quinn Tamm present, considered the suggestion that the Bureau revive the International Exchange of fingerprints. It is noted that an inquiry was referred to the State Department as to whether or not there were any objections to the Bureau resuming its fingerprint exchange, and the State Department advised that there was no objection to the resumption of the International Exchange of fingerprints with the following countries:

Algeria  
Burma  
Ceylon  
China  
Denmark  
Egypt  
Federated Malay States  
France  
French Guinea  
Gold Coast Colony  
Greece  
Iran  
Iraq  
Italy  
Japan  
Java

Kenya  
Malta  
Morocco  
Netherlands  
Nigeria  
Norway  
Nyasaland  
Palestine  
Sierra Leone  
Southern Rhodesia  
Sweden  
Switzerland  
Syria  
Thailand  
Turkey

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/17/90 BY SP-5CJ/PAJ

The Conference was advised that the International Exchange of fingerprints at the present time consumes approximately one-half the time of one employee. From that standpoint it is not burdensome on the Identification Division. The exchange itself has a very good selling point from the publicity standpoint and also from the budgetary standpoint. Consequently, the Conference was unanimously of the opinion that the exchange should be resumed with the above-mentioned countries. If you approve, appropriate instructions will be instituted in the Identification Division.

RECORDED

INDEXED

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Clegg

Mr. Hendon

Attachment

QT:rn

52 JUN 17 1946



THE DIRECTOR

6/10/46

THE JOINT COMMITTEE

SUGGESTION #230

EMPLOYEE: ANNE P. LEFHOLZ  
HONOLULU FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-SCI/PR

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the principal stenographer no longer be required to submit a daily report.

ADVANTAGES:

1. Time is lost in setting out the SAC's dictation on a daily report sheet.
2. Unnecessary time is spent in trying to accurately account for time spent in dictation, research, telephone, and so forth.

DISADVANTAGES:

1. It is believed that a universal rule should apply to all stenographic employees.
2. In order for the Agent in Charge or an Inspector to accurately determine how much work there is on the books of all of the stenographers of the office no exception should be made.
3. Since a large percentage of the SAC's dictation is transcribed the day dictated this material need not be itemized on the principal stenographer's daily report and hence no time is lost.
4. It should not require much time to list the SAC's untranscribed dictation on the principal stenographer's daily report.

RECOMMENDATION:

Unanimously unfavorable and that the attached letter be sent forth to the Honolulu Office.

RTH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED

&

INDEXED

31 JUN 14

On June 12, 1946, the Executive Conference, composed of Messrs. Tolson, E.A. Tamm, Q. Tamm, Hendon, Hince, Ladd, Lee, Rosen, and Harbo, was unanimously unfavorable in its recommendation. The Conference recommended that the attached letter go forward to the Honolulu Office.

rth:af

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg 7 1946  
Mr. Hendon

THE DIRECTOR

6/10/46

THE JOINT COMMITTEE

SUGGESTION #229

EMPLOYEE: ARNE P. LEEHOLZ  
HONOLULU FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That letters between field offices which merely transmit facts or general information to that office be sent in single copy rather than duplicate copies.

ADVANTAGES:

1. Saving of time in the originating office.
2. Saving of filing space in the receiving office.
3. Saving of paper.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIP/BJ

DISADVANTAGES:

1. A possible failure of an office to send two copies in situations where the receiving office would need or could well use two copies.
2. No necessity for any formal rule on this subject.

RECOMMENDATION:

Unanimously that no action is necessary on this suggestion.

RTH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

On June 12, 1946, the recommendation of the Executives Conference composed of Messrs. Tolson, E.A. Tamm, C. Tamm, Hendon, Hince, Ladd, Lee, Rosen, and Harbo, was unanimous that no action is necessary.

rth:af

RECORDED  
&  
INDEXED

66-2554-5049

31 JUN 14 1946

EX-19

OK  
H.

E. A. Tamm

RH

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

17 1946

Mr. Clegg

COPY:FC

SAC, BOSTON

June 5, 1946

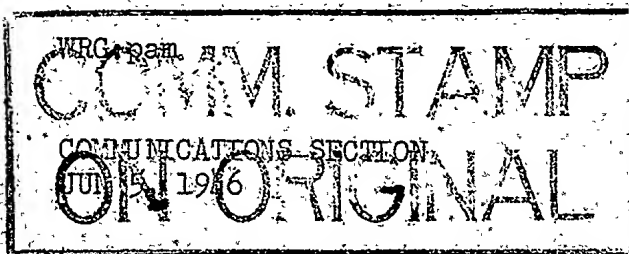
DIRECTOR, FBI

FIREARMS TRAINING

The Bureau is unable to approve the request contained in your communication of May 20, 1946, that certain equipment such as raincoats, sheepskin coats, heavy serviceable trousers, and foot gear be provided for Special Agents assigned to the Boston Office.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5C/BW

The Executive Conference of May 29, 1946 consisting of Messrs. Tolson, Rosen, Ladd, Hince, Maguire, Hendon, Tracy, Harbo and Glavin approved the foregoing.



166-2554-5057

RECORDED

F B I

JUN 17 1946

ORIGINAL COPY FILED IN 1-29-948

57 JUL 10 1946

THE DIRECTOR

June 13, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-8 CJP/STH

cc  
The Executive Conference of June 10, 1946, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quinn Tamm and Glavin considered a suggestion submitted by Mr. Lee concerning the payments for overtime service performed by Special Agent personnel of the Bureau. It was pointed out to the Conference that Mr. Lee was of the opinion that considerable working time is being lost by a granting of compensatory leave rather than paying for ordered overtime service. The Conference was orally advised by Mr. Glavin that the Special Agent receiving the average salary of approximately \$4,600 a year earns a regular hourly salary of \$2.53 and an overtime hourly salary of \$1.72 that he felt it would be to the advantage of the Bureau to pay for ordered overtime rather than granting compensatory leave.

It was pointed out to the Conference that even though it would be a savings in man hours of work performed, there would be an additional expenditure of funds in paying for such overtime services. It was further pointed out by the Conference that this policy would be very difficult to administer and that if the policy were to be adopted, no voluntary overtime service would be performed from that date forward. The Conference takes cognizance of the fact that certain overtime service is voluntarily performed at the present time.

The Conference therefore is unanimously opposed to the adoption of the suggestion.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

OK  
CC: Mr. Hendon  
Mr. Clegg

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

WRG/dmb

56 JUN 19 1946

RECORDED & INDEXED

EX-33

66-2554-505.2

THE DIRECTOR

June 13, 1946

THE EXECUTIVE CONFERENCE

*complaint work*  
The Executive Conference of June 10, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quinn Tamm and Glavin considered a suggestion submitted by the Agent in Charge at St. Louis for continued use of Special Agent personnel for complaint duty.

The Conference was advised that from the period April 15, 1946 through May 14, 1946, a period of 22 working days, there were 221 telephone complaints received, 84 personal complaints, 105 outgoing telephone calls and 20 telephone referrals to other agencies of information received by the complaint Agent.

Special Agent in Charge Norris further advises that the complaint Agent spent  $7\frac{1}{2}$  hours preparing teletypes, 36 hours and 5 minutes reviewing files in connection with the consolidation of files and index card project, had 20 contacts with the United States Attorney covering 5 hours and had 17 conferences with the Special Agent in Charge. There is a total of 176 working hours and during the period in question, 166 hours and 40 minutes was spent in handling of complaints.

For the Director's information, the St. Louis Division has pending ~~83~~ <sup>857</sup> cases at the present time.

Messrs. Tolson, E. A. Tamm, Hendon, Nichols and Rosen are opposed to the continuance of an Agent on complaint duty, they feeling that with the low case load pending at St. Louis, the Agent in Charge and the Assistant Agent in Charge should be able to handle the complaint work without having an Agent assigned specifically to such work. Messrs. Harbo, Ladd, Quinn Tamm and Glavin recommend a continuance of the complaint Agent for an additional 60 days, they being of the opinion that practically the full working time of an Agent has been utilized over the period in question in handling complaint and related duties and that if the Agent in Charge and the Assistant Agent in Charge are fully occupied now they will not be able to properly handle all of the work which had previously been handled ~~between~~ <sup>by</sup> complaint Agents.

Should the Director approve the majority conference recommendation, the attached communication should go forward to the Special Agent in Charge at St. Louis.

RECORDED  
INDEXED  
66-2554-5053  
Respectfully submitted,  
FOR THE CONFERENCE

EX-33  
Glyde Tolson ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY sp-sc/bjr

E. A. Tamm

50 JUN 18 1946  
WRG/dmb

Attachment

CC: Mr. Hendon  
Mr. Glegg

THE DIRECTOR

June 13, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CJP

*cc*  
The Executive Conference, with Messrs. E. A. Tamm, Tolson, Harbo, London, Lingo, Ladd, Leo, Rosen and Quinn Tamm being present, considered a suggestion submitted by J. G. Creighton of the Identification Division.

Mr. Creighton points out that the Identification Division receives numerous cases where two or more fingerprint cards are received on the same individual within a few days' period, reflecting the arrest of this individual on the same charge by the Police Department, Sheriff's Office and possibly the U. S. Marshal in a particular locality. The first fingerprint card received is searched and answered as a non-ident, at which time a charge card is placed in the Technical Section files reflecting the receipt of this particular fingerprint card. Either the following day or two days later a fingerprint card on the same individual will be received and when searched will be identified only with the charge card in the Technical Section. This immediately presents the problem of locating the previous card so that both may be consolidated and answered together. Creighton suggests that when the second card is received and identified with a charge card reflecting no previous information other than the current arrest, the fingerprint cards be referred to the supervisor, at which time the second card will also be answered as a non-ident and the previous arrest record will not be located until it has been returned to file.

This will materially reduce a number of file locates in the Identification Division. It is estimated that the reduction will be at a minimum of 100 cases a day. It will reduce the current delinquency of the Technical Section by a corresponding number of fingerprint cards and will result in a savings to the Bureau of approximately three employees who would otherwise be engaged in attempting to locate the fingerprint cards.

The Conference is unanimously of the opinion that this suggestion should be adopted. If you approve, there is attached hereto a letter to Mr. Creighton thanking him for this suggestion.

Respectfully,  
For the Conference

Glyde Tolson

*OK*  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy  
*cc - Mr. Clegg*  
*cc - Mr. London*  
*Attachment*  
*246*  
*7/1*

RECORDED  
&  
INDEXED  
E. A. Tamm

EX-33

66-2554-3054

56 JUN 18 1946



THE DIRECTOR

June 11, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of June 7, 1946, consisting of Messrs. Tolson, Ladd, Rosen, Long, E. A. Tamm, Hince, Quinn Tamm, Nichols and Glavin was advised by Mr. Glavin that additional tests have been made of the bullet proof material used in our new bullet proof vests and jackets. It will be recalled that this material is of spun glass and was used extensively by the Naval Services during the war as a salt vest and as flack jackets. The Conference was further advised that two thicknesses of the bullet proof, when first tested, stopped a Magnum bullet; that two thicknesses of the material had been tested recently and had not stopped the Magnum bullet, although it very effectively stopped the .38 caliber super automatic. Our present vests with the metal bullet proof material stopped up to the super .38, but will not stop the Magnum. The new vests with the spun glass material which weigh only a fraction of what the old vests weighed, will stop the tommy gun, the .45 caliber, the regular .38 caliber super automatic and two thicknesses of the material may or may not stop the Magnum bullet. The old vest weighs from 25 to 30 pounds. The new vest weighs 9 pounds.

The Conference was advised that Mr. Baughman is in agreement that the material we will get in our new vests is more satisfactory than what we have had in the old metal bullet-proof vests and he recommends no change in the order. Mr. Glavin agrees with Mr. Baughman in this respect.

The Conference is in agreement that the vests should be purchased.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 EJP/HR

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CC - Mr. Hendon  
Mr. Clegg

WRS/dmb

56 JUN 18 1946

EX-33

RECORDED  
INDEXED  
66-2554-30555



THE DIRECTOR

6/11/46

THE JOINT COMMITTEE

SUGGESTION #173

EMPLOYEE: MR. RALPH J. MILES  
SAVANNAH FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CJB

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
E. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That only one copy of serials be filed in zero and administrative files.

ADVANTAGES:

1. Seldom if ever is it necessary to charge out a serial from these files and one copy is sufficient.
2. The filing of only one copy cuts the amount of clerical work and saves some space.

DISADVANTAGES:

1. Material of this nature generally consists of only one copy and hence no substantial problem is involved.
2. Instances might arise where two copies would be desirable but it is felt that it would be undesirable to promulgate a hard and fast rule on the point.
3. As a general rule when two copies of the same report are placed in a miscellaneous file, it is because of the practice in some field offices to place in miscellaneous files, copies of reports that are furnished for information only. With reference to such reports, it is often the case that an investigative lead is later received in connection with that material. Under such circumstances it is necessary to withdraw those reports from the miscellaneous file and open up a case file. In the event that one copy of the report had been destroyed it might later become necessary to retype that report in order that it might be furnished to the United States Attorney for some other reason.

RECOMMENDATION: Unfavorable and unanimously that no specific rule is necessary in regard to this matter.

EXECUTIVES' CONFERENCE ACTION:

On June 13, 1946, the Executives Conference consisting of Messrs. Tolson, Glavin, Quinn, Harbo, E. A. Tamm, Hendon, Hince, Ladd and Rosen was in unanimous agreement with the Joint Committee.

Respectfully,  
For the Conference

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg  
Mr. Hendon

THE DIRECTOR

JUNE 11, 1946

THE JOINT COMMITTEE

SUGGESTION #200

EMPLOYEE: RALPH J. MILES  
SAVANNAH FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CIP/MS

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That Form letter FD-10, a request for disposition from fingerprint contributors, have added when next revised, a space to reflect the FBI number.

ADVANTAGES:

1. This form is ordinarily filled out by a clerical employee immediately upon receipt of a criminal record from the Bureau and the FBI number is at that time readily available for insertion on the form.
2. This form is transmitted back to the office by the police department with the disposition reflected on the bottom thereof. It is then necessary for the office to submit a disposition sheet to the Bureau referring to the FBI number for the convenience of the Identification Division. At that time unless the FBI number is included on the form, it is necessary to search through the file for the criminal record to determine the number for quotation.
3. The criminal record may be charged out to an Agent in which event it would not be possible for the clerical employee to complete the disposition sheet to be forwarded to the Bureau at that time.

RECOMMENDATION: Unanimously favorable that when next printed, the above form be revised to the above suggestion.

RCH/wl

EXECUTIVES' CONFERENCE ACTION:

The Executives Conference on June 12, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Ladd, Lee and Rosen in attendance, unanimously approved the suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Hennington  
Quinn Tamm  
Nease  
Gandy

Clegg  
Hendon

JUN 13 1946

THE DIRECTOR

6/11/46

THE JOINT COMMITTEE

SUGGESTION #179

EMPLOYEE: MR. F. S. BAUKNIGHT  
BALTIMORE FIELD OFFICE

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CIP/HF

EMPLOYEE SUGGESTS: THAT in handling "no card" Selective Service cases, the originating office consider the subject not to be delinquent if within four hours a teletype reply to the contrary has not been received from the auxiliary office.

ADVANTAGES:

1. This would eliminate, in the vast majority of cases, one teletype between offices, since ordinarily prosecution for this type of delinquency is not pressed.

DISADVANTAGES:

1. Due to various complications, it often is impossible for the auxiliary office to obtain the information of the delinquency within a four-hour period or even within a twenty-four hour period and the assumption of non-delinquencies would be dangerous and lead to embarrassment to the Bureau.
2. The importance of these cases certainly warrants the exchange of teletypes.

RECOMMENDATION: Unanimously opposed.

ROH/ml

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 13, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Ladd and Rosen in attendance.

RECORDED

INDEXED

66-2554-5058  
32 JUN 17 1946

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
ss Gandy

cc: Mr. Clegg  
Mr. Hendon

59 JUN 19 1946

THE DIRECTOR

February 18, 1946

THE EXECUTIVE CONFERENCE

*sc*  
*X*  
The Executive Conference of February 14, 1946, consisting of Messrs. Tolson, Mumford, McCabe, Harbo, Tracy and Glavin considered a request received from the Special Agent in Charge at Miami concerning the securing of a refrigerator for that office.

The Special Agent in Charge pointed out that the Miami Office has endeavored to obtain a coca cola vending machine for the office; however, the Special Agent in Charge has been unable to secure such a machine. The SAC at Miami states that in view of the fact that such a vending machine cannot be purchased, he suggests that the Bureau approve the purchase of an electric or gas refrigerator in which milk and coca colt can be placed since it will be of material help to the office to have such a refrigerator. He pointed out that most offices in the South permit their employees to go out for coca colas, or permit one employee to go out and bring in several bottles and make it available, once during the morning and once during the afternoon. He also pointed out that a refrigerator could also be used by clerks who bring their lunches to work.

The Conference is definitely opposed to approving the purchase of a refrigerator for the Miami Office for the purpose aforementioned; and should the Director approve the Conference recommendation, the attached communication should go forward to the Miami Division. *W*

Respectfully submitted,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CIB/HK

CLYDE TOLSON

E. A. Tamm

Attachment

cc - Mr. Clegg  
Mr. Hendon  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

WRG:val

59 JUN 18 1946

THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #175

EMPLOYEE: MISS MARY ANAST, CHIEF CLERKS' CONFERENCE  
HONOLULU FIELD DIVISION

EMPLOYEE SUGGESTS: That in view of reduced personnel an attempt be made to get rid of surplus property in field offices in order to reduce the amount of space occupied and thus reduce rentals. The only specific example cited was that in the Honolulu Office it had been possible to move the radio station into the office without acquiring additional space.

ADVANTAGES:

1. Economy
2. Making available surplus property to other Governmental agencies.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIB/ML

DISADVANTAGES:

1. It might well be that within the next year or two Bureau personnel will be increased and the surplus property perhaps should be retained by the Bureau in order to prevent the necessity for purchasing new equipment in the future.

RECOMMENDATION OF THE CHIEF CLERKS' CONFERENCE: In favor - 30  
Opposed - 1

HHC:ER

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: That no action is required since the Bureau is presently following the suggested policy and as a matter of fact much surplus property has already been turned over to other Governmental agencies.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION: June 12, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Ladd, Lee and Rosen in attendance, was unanimously in agreement with the Joint Committee since this is the present policy.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED

INDEXED

30 JUN 17 1946

1946

For the Director's information surplus property is currently declared to the Bureau by the field offices. In addition any surplus is set out in inspection reports and in the inventories submitted. When declared surplus to the Bureau's needs, a letter is sent to the Department of Justice asking for advice as to the proper disposition. A letter is sent to the field instructing that the property be held until further advice from the Bureau. The Department acknowledges our communication by assigning a number to the various items and later a letter is received from the Department with instructions for release of the surplus items in the field to designated agencies. A letter is then written to the field giving instructions for the release of this property and the field obtains a receipt and disposition slip which are sent to the Bureau. In turn the Department is advised and appropriate inventory changes made at the Seat of Government. Telephonic follow-ups are made with the Department by the Administrative Division to expedite disposition of the material. A large amount of surplus property ranging from automobiles to items of furniture has thus far been disposed of in the above manner which is our only channel for handling this disposal.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm



THE DIRECTOR

MAY 1, 1946

THE JOINT COMMITTEE

SUGGESTION #176

EMPLOYEE: MARION CARLSON, CHIEF CLERKS' CONFERENCE  
LOS ANGELES FIELD DIVISION

EMPLOYEE SUGGESTS: That the consolidation of indices and files as a project be discontinued.

ADVANTAGES:

- Executive Conference*
1. Save time consumed as far as personnel is concerned.
  2. Labor spent is not compensated by the benefits to be expected.
  3. It accomplishes nothing since on the receipt of new cases the files again have to be searched.
  4. Most Agents will desire to check all references anyway regardless of consolidation on index cards.
  5. It does not save space in the indices.
  6. It does not save an appreciable amount of space in the files.
  7. It is infrequent that you find a necessity for consolidating old files.
  8. To make this project effective each card should have descriptive information thereon for future reference.
  9. It appears to be an endless project in some field offices.
  10. There are but few identical subjects in some field offices.
  11. Something should have been done to start with anyway.
  12. Those offices that have been consolidating files regularly as they have been received are now having to go through the laborious project of examining all the files anyway without corresponding profit.

DISADVANTAGES:

1. In the New York Office the consolidation affected the destruction of 1,400,000 cards with saving of space relative thereto.
2. In making any searches you save large amounts of time by avoiding pulling references on names that are not identical with the subject.
3. New mail being received at the office after it has been identified with one file is not necessarily to be matched with any other files.
4. Time is saved in matching material with the files.

RECOMMENDATION OF THE CHIEF CLERKS' CONFERENCE: In favor - 12  
Opposed - 16

HEC:ER

CONSIDERATION OF THE JOINT COMMITTEE:

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

PRESENT:

R. T. Harbo  
R. C. Hendon

RECORDED  
&  
INDEXED

66-2554-5061  
30 JUN 17 1946  
E. E. Conroy  
E. Scheidt

EX-29

36 JUN 19 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 u/bm



RECOMMENDATION:

That no action be taken since the Joint Committee previously made a recommendation that the project be continued which was approved by the Executives' Conference and the Director within the past 45 days.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference on June 12, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Ladd, Lee and Rosen in attendance, unanimously agreed that this project should be completed. In this regard it has been completed in 33 of the field offices and in three other offices it is to be completed within the next 60 days. In the remaining 16 offices the project is being carried on but due to personnel shortages and other work, the date of completion as yet is indefinite.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

6/14/46

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 C/BMP

The Conference consisting of Messrs. Tolson, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Ringe, Ladd, Lee and Rosen on June 12, 1946 studied the use of teletype communications between the Bureau and the Washington Field Office.

From May 6, 1946 to June 3, 1946, a total of 154 teletype messages were exchanged. Of this number 70 were sent by the Washington Field Office to other offices through the Seat of Government as a relay. In all instances this was cheaper due to our various hookups than for the field office to send the message direct.

A study of the remaining messages revealed that due to the expedite nature of the subject matter, it was more economical and practical to handle them by teletype than any other means of communication and no abuse was found. In this regard we have a direct teletype line to the Washington Field, the charge for which is \$37.50 per month regardless of how much it is used.

The Conference was unanimously of the opinion that where a subject required expeditious attention the teletype was cheaper to use than telephone communication since it had to be made a matter of record both in the Field Office and at the Bureau. Accordingly the following recommendations are made:

1. That in Departmental applicant and other deadline cases, the teletype facilities be used between the Bureau and the Washington Field Office both in making assignments to the field and in submitting the report to the Bureau.

2. That teletype be used in other expedite cases where mail is too slow to properly handle the case.

3. That the attached communication go forward to Division Chiefs and Supervisors reminding them to use the mail rather than the teletype where the subject matter will permit.

O.K. But whenever made above study is "way off base"

Respectfully,  
For the Conference

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

when he says "no abuse was found" giving him no "day light" message. Rosen's following message were certainly abuses of the word. The meaning of the word.

RECORDED  
6-2554-5662  
Tolson IB II  
30 JUN 17 1946  
EX-33  
A. Tamm

56 JUN 18 1946

THE DIRECTOR

6/10/46

THE JOINT COMMITTEE

SUGGESTION #234

EMPLOYEE: ADDEAN C. OLDMAN  
EL PASO FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 C. B. H. P.

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheldt

EMPLOYEE SUGGESTS: That personnel files not be serialized

ADVANTAGES:

1. It would eliminate some clerical effort required to serialize when material is filed.
2. The serials themselves are never removed and charged out to personnel with the result a serial number is not so necessary.

DISADVANTAGES:

1. The serialization affords as a check to make certain that material is not removed in an unauthorized manner from the file at any time.
2. The serial numbers are of value in referring to particular matters by notations or otherwise.
3. All permanent files maintained by the Bureau are serialized, and it is not believed an exception should be made.
4. Very little clerical effort is required to serialize.

RECOMMENDATION: Unanimously opposed.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on June 11, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance.

Respectfully,  
For the Conference

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

RECORDED  
INDEXED  
EX-65  
49 173  
E. A. Tamm

66-2554-5063

JUN 19 1946

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: May 29, 1946

FROM : J. C. STRICKLAND

SUBJECT: NATIONALISTIC TENDENCY CHARTS  
INTERNAL SECURITY - C

Reference is made to the attached letter from SAC Soucy at Boston concerning his position on the destruction of out-dated Communist charts. It will be noted he feels that there is no purpose in retaining out-dated charts inasmuch as the same information can be obtained through ready reference to carbons of the descriptive memoranda forwarded to the Bureau which outlines the content of the current charts in each Field Office. He points out to maintain the anti-dated charts is to duplicate information already in the files of the Field Office and, further, to accumulate unnecessary bulky exhibits.

It will be recalled that a recent Bureau letter to all Special Agents in Charge stated that anti-dated Nationalistic Charts other than Communist charts could be destroyed provided descriptive information concerning them was retained in the files. An exception was made for Communist charts, with the instructions to the Field that at least one copy of the charts should be retained for ready reference by Special Agents to determine trend.

Observations:

It would appear that the retention of at least one copy of the out-dated charts does duplicate the information in the Field Office and undoubtedly in a number of instances does create an accumulation of bulky exhibits.

On the other hand, while the information can be obtained from the memoranda describing the charts in question these memoranda probably do not serve as well from a descriptive point of view.

Recommendation:

It is suggested that this matter be presented to the Executive Conference for its determination. It is pointed out that so long as there is descriptive data in the file which newly-assigned Special Agents can refer to for information concerning Communist trends, it is not believed that there is any real necessity of maintaining the out-dated charts.

Attachment

EHW:elk

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 C/BM

APPROVED BY EXECUTIVES' CONFERENCE ATTENDED BY MESSRS.  
TAMM, ROSEN, GLAVIN, NICHOLS, HARBO, HINCE AND  
MUMFORD. 6-3-46. JKM SUGGESTED BULLETIN ATTACHED

100-24480

1946

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : <sup>TJM:st</sup> E. THACY

DATE: May 21, 1946

FROM : W. J. Miller

SUBJECT: SUGGESTION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 6/17/90 BY SP-5 CIP/TF

OK

The following suggestion is offered in connection with requests for criminal records received from Bureau Field Division offices which have not been identified in the Identification Division. The present practice in the handling of these requests requires the preparation of a form letter in the Typing Section which is forwarded to the Field Office. The record request is then destroyed.

It is suggested in lieu of the above that the original incoming communication be stamped to indicate that a search of the Identification Division has failed to reveal any record on the basis of the information furnished and that the communication then be sent to the mail room for transmittal to the field office which originally forwarded it. It is specified that this will eliminate the preparation of form letters in some instances. A stamp making an impression similar to that reproduced below would be applied to the letter in Mr. Delavigne's Office.

TO : BED

FROM : IDENTIFICATION DIVISION

Unable to identify with criminal record on basis of information furnished.

The Reading Room has advised that the above procedure would not occasion any difficulty. All handling in the Typing Section would be eliminated. It is noted in connection with the above that this stamp would be used only in those cases where the sole purpose of the incoming letter is to request a copy of the criminal record. It would not be used where the communication requests that a copy of the record be furnished the other field offices or a local law enforcement agency. If this suggestion is adopted and its operation proves satisfactory it might be possible to extend its use to routine requests for records received from state and local law enforcement agencies.

It is believed that if the above suggestion is adopted the Field should be notified in order that proper interpretation may be placed on the stamped record requests forwarded to the various field offices.

ADDENDUM: 6/10/46 (rm) The above suggestion was approved by the Executive Conference and has been placed in effect.

F B I

55 JUN 17 1946

EX - 111  
RECORDED

52 JUN 25 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 100-16-1



~~CONFIDENTIAL~~

March 21, 1946

Mr. Harbo

J. A. Sizoo

Security of Communications

DECLASSIFIED BY SP-5 C/KMP

ON 10-17-90

A second check has been made of envelopes carrying incoming mail to the Bureau. Approximately 60 envelopes were selected and tested for evidence of tampering. Of these, 26 were envelopes addressed from outside the Bureau. The remainder were from Bureau Field Divisions. Very strong indications of tampering were found in 3 instances of envelopes containing mail from persons outside the Bureau. No evidence of tampering was discovered in any of the envelopes from Bureau Field Divisions.

It is pointed out that the first check made involved 70 envelopes daily over a period of 6 days, including both envelopes from Bureau Field Divisions and envelopes from persons outside the Bureau. This involved approximately 420 envelopes. The present test, therefore, was considerably smaller. The 3 envelopes on which indications of tampering were found are the following:

1. An envelope addressed to the FBI, Washington, D. C., Air Mail Special, Registered #5412, return receipt requested, from Mrs. Anne Santilli, 434 James Street, Syracuse, New York, Apt. 10. This envelope was registered at Syracuse, N. Y. on November 23, 1945 and received in the registry of the Washington, D. C. Post Office on November 24, 1945.
2. An envelope addressed to John Edgar Hoover, FBI, U.S. Department of Justice, Washington, D. C., from Science Club, Redkey High School, Redkey, Indiana. This envelope is postmarked Redkey, Indiana, November 21, 1945.
3. An envelope addressed to U. S. Department of Justice, FBI, Washington, D. C., from Mrs. Mary Milizenski, 8 Beider St., Adams, Mass. This envelope is postmarked Adams, Mass., December 14, 1945.

These envelopes were sent to the Laboratory from that section of the files division which detaches extraneous matter from incoming correspondence before it is placed in file. This accounts for the early postmarks on these envelopes.

RECOMMENDATION:

The fact that no evidence of tampering has been found on 55 envelopes indicates either that the mail from the Bureau Field Divisions is not being tampered with or it is being tampered with by persons thoroughly skilled in the art. It

INITIALS ON ORIGINAL

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

58 JUL 8 1946

is recommended that, for a period of one month, all of the mail from a designated Bureau Field Division, preferably New Haven\*, be prepared in such a manner as to provide a more conclusive test to determine whether Bureau mail is or is not being tampered with. It is further recommended that the next agent to return to the New Haven Field Division from In Service training at the Bureau be instructed in a simple method of preparing envelopes for mailing which will enable a more conclusive tampering examination to be made. This agent preferably should be one assigned to the field office city.

65-48647

JEE:vd

ADDENDUM:

TWO WEEKS TEST of mail from New Haven Office  
APPROVED BY EXEC CONF 4/1/46. Present - Messrs. Tolson,  
Glavin, Tracy, Hendon, Clegg, Ladd, Mumford, Rosen, Harbo.

\*New Haven is selected since the volume of mail from there should not be too great and also because those envelopes bearing indications of tampering came from the northeastern part of the country, in two of the three instances.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



MAY 28, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION # 171

EMPLOYEE: INSPECTOR T. E. DAUGHERTY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CIP/DM

HUBBARD PROPOSERS:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTIONS: That the Bureau approve or disapprove a form being utilized by the St. Paul Office upon which clerical employees each month, at the time of preparing the monthly administrative report, list by classification, the cases assigned to each Agent together with the date on which the last report was made. This form is then routed to the Agent who lists the approximate date that a report can be expected in the case and the number of days to complete the assignment. It is then forwarded to the Special Agent in Charge who utilizes it in equalizing assignments and in discussing the Agent's work.

ADVANTAGES:

1. The form may be of some assistance in readily indicating to the Agent in Charge what pending assignments are in the possession of each Special Agent.
2. It may tend to place pressure upon the Agents to keep the work from being delinquent.
3. The form enables the Special Agent in Charge to determine the changes in the amount of work from month to month handled by the Agent.

DISADVANTAGES:

1. A great deal of clerical effort is required in making up the individual form for each Special Agent.
2. It requires unnecessarily the time of an Agent in completing the form.
3. It probably tends to make Agents submit status reports merely to have a good paper record before the Agent in Charge.
4. The same purpose can be accomplished through the personal interviews of the Agent in Charge with each Special Agent each month.
5. Essentially the same information as obtained from the form is available for the Agent in Charge from the assignment cards without the extra effort detailed in the preparation of this unnecessary administrative form.

RECORDED

55 JUN 19 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

50 JUN 20 1946

ORIGINAL COPY FILED IN

66-3482-604

6. It is just another form not approved by the Bureau which most Agents in Charge do not care to utilize.

RECOMMENDATION: Unanimous that the form be disapproved and that the attached letter go forward to SAC Rhodes at St. Paul.

Attachment

0  
EXECUTIVES' CONFERENCE ACTION: (5/28/46)

Messrs. Tolson, Rosen, Ladd, Hince, McGuire, Glavin and Tracy were in favor of submitting this form to a selected group of Agents in Charge to obtain their opinions. Mr. Ladd pointed out in this regard that when he was Agent in Charge he used a similar form which was of assistance in discussing cases with the Agents.

Messrs. Harbo and Hendon feel that without referral to the Agents in Charge the form should be disapproved. They contend that a great amount of clerical and Agent effort is required to compile the information on this form the first of each month, which is not justified by any good realized out of its use. They point out that it is impossible for an Agent in Charge to discuss the cases with every man in his office the first of the month and that such information should be currently obtained from the assignment cards and other sources at the time it is necessary to discuss with an Agent his work during the course of a month. They feel that this form only results in putting pressure upon Agents to submit interim and status reports of the type we are making every effort possible to eliminate.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc  
THE DIRECTOR

6/11/46

THE JOINT COMMITTEE

SUGGESTION #196

EMPLOYER: MR. VICTOR W. HARTZELL  
ATLANTA FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 C/DH

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Schmidt

EMPLOYEE SUGGESTS: That instructions be issued by the Bureau that in taking signed statements from individuals who have issued and cashed fraudulent checks outside of a banking institution, specific information be included in the statement as to whether the subject personally carried the fraudulent check from one state to another prior to its being cashed. It was pointed out in this regard that a recent decision of the Federal Courts in substance states that when a person cashes a fraudulent check at a store or otherwise in one state and the check is drawn on a bank in another state, it is not a violation of the National Stolen Property Act, inasmuch as the fraud was completed at the time the check was cashed and the subsequent interstate transportation of the check cashed through regular banking channels had no bearing on the fraud and does not come within the purview of the statute.

RECOMMENDATION: Unanimously that this matter be referred to the Investigative Division for any necessary discussion with the Department and that appropriate instructions, if then deemed advisable, be sent to the field.

RGH/mj

EXECUTIVES' CONFERENCE ACTION: The Executives Conference on June 13, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Ladd and Rosen in attendance, was unanimously in agreement with the Committee that this be referred to the Investigative Division for further discussion with the Department. In this regard it is pointed out that this has been the subject of current discussion with the Department. There is some feeling that the Circuit Court opinion referred to is not a proper interpretation of the statute. Further we are receiving pleas of guilty at present despite the Circuit Court decision and it is doubtful that instructions of any type should be submitted to the field until the law on the matter is more thoroughly settled.

Respectfully,  
For the Conference

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

50 JUN 20 1946

Clyde Tolson

INDEXED

E. A. Tamm

EX-19

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: June 3, 1946

FROM : L. J. FALLON

SUBJECT: CHECK OF WORK OF ASSISTANT  
COORDINATORS IN CLASSIFYING

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-SC/PAF

In accordance with the inspection in the Classifying Section, I have been checking the work of a number of Assistant Coordinators in the Classifying Units daily. So far, for the Month of May, the work of seven different Assistant Coordinators has been checked and a number of these coordinators were checked two and three times.

A review of their work indicated that they are presently missing .94 percent of the errors, and it is believed that this continuous check of the Assistant Coordinators should be discontinued because they appear to be quite accurate. I would like to discontinue the checking as a regular project and only continue a spot check of the work of new Assistant Coordinators returning from Military Leave, and also a spot check of other Assistant Coordinators from time to time.

LJF:EM

ADDENDUM: 6/10/46 (rn) The above suggestion was approved by the Executive Conference and has been placed in effect.

52 JUN 25 1946

RECORDED

EX-146

66-2554-308  
F B I  
55 JUN 17  
INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-1631-5660

THE DIRECTOR

June 17, 1946

THE EXECUTIVE CONFERENCE

*X hours 7 duty*

*lc*  
*31*  
The Executive Conference of June 14, 1946 consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin was advised that there is pending in Congress at the present time a bill which will make July 5 a non-work day, giving Government employees a four-day holiday, July 4, 5, 6 and 7, Thursday through Sunday. The pending bill provides that the Friday non-work day would be made up at administrative discretion on July 13, the Saturday of the following work week or the next following non-work day without increase in compensation.

The Conference was advised that since there is a good possibility that the above mentioned bill will be favorably acted upon, it was felt that the new Agents School which we have set up for July 1 be set ahead to July 8 and that the In-Service School which is to begin July 1 be convened on July 8. This will mean that there will be two groups of In-Service Agents reporting to Washington on July 8, a total of approximately 80 Agents. However, the Training Division will have no difficulty in handling this number of Agents.

The Conference feels that it would be much better to have the new Agent School and the In-Service School both convene on July 8, rather than July 1st, since it is entirely possible that these members would not be in duty status on July 4, 5, 6 and 7, due to it being a holiday period.

Should the Director approve the Conference's recommendation, applicants who have been offered appointments will be immediately notified to report July 8 rather than July 1, and In-Service Agents will be instructed to report July 8 rather than July 1.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY 39-SC/PHR

Respectfully submitted,  
FOR THE CONFERENCE

Glavin Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

337

52 JUN 21 1946

66-2554-5070

EX-25



THE DIRECTOR

May 27, 1946

THE JOINT COMMITTEE

SUGGESTION #144

EMPLOYEE: SA WILLARD A GEMMICH  
BUFFALO FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. CLEGG  
R. C. HENDON

E. E. CONROY  
E. SCHEIDT

EMPLOYEE SUGGESTS:

That the .81 Remington Rifle be immediately replaced with a weapon which more adequately serves the needs of the Bureau.

ADVANTAGES:

1. The rifle has inherent weaknesses due to its mechanical make-up which makes it impractical for Bureau use. For example, it is difficult to keep the sights in proper alignment so that full confidence can be had in the weapon's accuracy.

2. The barrel constantly comes loose.

3. The weapon will not withstand heavy duty without getting out of order.

4. The Bureau should have a weapon of the rifle type which can be fully depended upon under all circumstances and at all times and which, in addition, should be able to withstand hard use.

DISADVANTAGES:

1. It is impossible to obtain a rifle which is well received by all Agents in the service as shown by experience.

2. Any semi-automatic weapon, of which type the .81 rifle is, cannot withstand the heavy duty which a bolt-action rifle can withstand so that many of the inherent weaknesses of the .81 are present in other semi-automatic rifles presently available.

3. This rifle was selected by firearms experts after many tests from available weapons at which time it was considered to be the best to serve our purposes.

4. To replace the weapon at this time would constitute an expense which it is doubtful the Bureau could presently make.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5 CIP/HK

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CC: Mr. Hendon  
Mr. Clegg

123 RECORD & INDEXED 66-2554-50711

52 JUN 21 1946

EX - 25

**SUGGESTION #11A**

**EMPLOYEE: SA WILLARD A. GENRICH**  
**BUFFALO FIELD DIVISION**

5. In recognition of the fact that this rifle cannot stand a great deal of firing without getting out of order, instructions are in effect that each office maintain in its vault a specific number of these rifles which have been sighted in and are in condition for use under any emergency thus eliminating the hazards existent in the use of those guns which have been firing a lot in practice.

6. The Bureau firearms experts are fully cognizant of the characteristics of this rifle and in the event a better rifle might become available at some future date it will receive careful consideration.

**RECOMMENDATION:**

Unanimously opposed but that the firearms experts of the Bureau continue to keep in closest possible touch with firearms manufacturers in an effort to obtain, when available and possible, a more reliable and durable weapon.

ROH:rs

**EXECUTIVES' CONFERENCE CONSIDERATION:**

The Executives Conference on June 12, 1946, with Messrs. Tolson, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hinde, Ladd, Lee and Rosen in attendance, was in agreement with the recommendation of the Joint Committee. In this regard the firearms instructors and experts at Quantico have advised that they are cognizant of the weaknesses of the .61 Rifle but at present as in the past believe it to be the best available weapon for Bureau purposes. They continually maintain contact with firearms manufacturers in an effort to obtain when available a more reliable and durable weapon. They further point out that in the past ten months Agents attending In-Service due to the training given have handled this weapon better with higher scores and a number of them have stated that they now have a higher opinion of the rifle than they formerly had. The firearms instructors have also noted that the majority of the Agents who object to the rifle are not the better shots but are those who have a tendency to blame the rifle when they shoot low scores.

The Conference further recommended that the attached letter go forward to Agent Genrich who submitted the suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm



THE DIRECTOR

5/28/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5C/BHP

cc  
The Executive Conference, consisting of Messrs. Tolson, Glavin, Ladd, Rosen, Nichols, Hendon, Harbo and Tracy on May 27, 1946, considered a suggestion of Special Agent K. T. Delavigne that flash and cancellation notices received from Immigration and Naturalization Service and United States Probation Offices be destroyed after handling.

Mr. Tracy pointed out to the Conference that after such notices are received and posted, the material is carefully reviewed by a Reader in the Posting Section in order to eliminate the possibility of error; therefore, there does not appear to be any need for permanent retention of the form letter notices.

The Conference unanimously recommends the notices be destroyed after posting and review.

In the event the Director approves the recommendation, there is attached a letter to Mr. Delavigne thanking him for the suggestion.

Respectfully,  
For the Conference

OK  
#  
Clyde Tolson

E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

Attachment

SJT:obp  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

103  
59 JUN 27 1946

RECORDED

EX-140

66-2554-5072  
F B I  
55 JUN 17 1946

INITIALS ON ORIGINAL

OK  
ORIGINAL COPY FILED IN 66-1631-5162

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: June 5, 1946

FROM : H. H. CLEGG

SUBJECT: LIEUTENANT CHARLES S. LO PRESTI  
BERGEN COUNTY, NEW JERSEY, POLICE DEPARTMENT  
APPLICANT FBI NA 33rd SESSION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/80 BY SP-5C/BH

*Executive Conference*  
Sources of Information: School records, former employers,  
references, neighbors, and credit and criminal records.

Applicant was born June 12, 1906. He graduated from grade school and attended high school for portions of two years. He worked for three years as a shipping clerk, one year as a building foreman and has been with the Bergen County Police Department since 1929.

Applicant was arrested June 7, 1926, on a charge of "bodily executive" in connection with a suit brought against him for judgment of \$485.75. He was committed to jail on that day and was released on June 10 on \$1,000 bond. The disposition of the case was not learned. Applicant was again arrested May 12, 1934, by the Wallington, New Jersey, Police Department, charged with assault and attempted battery. The arrest occurred when applicant was questioned by two Wallington Police Officers, Steven Sikora and Philip Fiola, while parked in a car with an unidentified woman not his wife in the early hours of the morning. Applicant became abusive to the inquiring police officers and threatened to punch one of the officers in the nose. He was taken to the police headquarters where he identified himself and bail was set at \$250. The case was heard on June 19, 1934, and the complaint was dismissed.

Captain Matthew Donohue, National Academy graduate and applicant's superior, stated that it was his understanding that applicant had met the girl, whose identity is not known but who is reported to have a questionable background, in a tavern in Passaic, New Jersey. Applicant at that time was investigating a series of hold-ups and had developed the girl as an informant and had taken her to a secluded spot in Wallington in order to protect her identity. Donohue stated that he understood the arresting officer Fiola attempted to make advances towards the girl which resulted in applicant threatening Fiola and his later arrest on assault and attempted battery charge.

RECORDED 66-2554-5013  
The applicant with the approval of the judge, before whom the complaint was heard refused to reveal the identity of the girl. Officer Sikora was contacted and he recalled the arrest. He stated that Fiola has always had a personal dislike for Bergen County Police of which applicant is a member and that Fiola was aware that applicant was a member of the Bergen County Police at the time the arrest was made. Sikora stated Fiola did not make advances to the girl. Sikora further stated that the entire situation did not merit arresting applicant but the arrest was made because Fiola knew applicant was married and desired to cause him trouble. The investigation further disclosed that neighbors indicated that applicant had had in the past domestic problem with his wife caused by applicant's association with other girls, and that for this reason applicant volunteered for military service. He served in the Army from April, 1943, until January, 1946. The references given by applicant are reported to be prominent men in Bergen County, and they all highly recommend applicant for attendance at the Academy.

70 JUL 8 1946  
Attachment  
Recommendation: FAVORABLE. If approved the attached letter of invitation

JSK:djb

will be sent.

Approved by the Executives' Conference, June 3, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Nichols, Rosen, Mumford and Hince.

LAH:wl

FEDERAL BUREAU OF INVESTIGATION  
U S DEPARTMENT OF JUSTICE  
COMMUNICATIONS SECTION

~~JUN 11 1946~~

June 11, 1946

CONF TWO STATIONS (REPEAT)

TELEMETER

SAN FRANCISCO 5 AND LOS ANGELES, 4 FROM WASHINGTON 11

8-16 PM

SAC-S,

SAN Diego

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/17/90 BY SP-5CIB/DP

URGENT

RE CALIFORNIA STATE POLICE PISTOL MATCHES JUEXXX JUNE TWENTYSECOND  
AND TWENTYTHIRD. NO OBJECTION SPECIAL AGENT EUGENE S. JONES ACCEPTING  
INVITATION PARTICIPATE SO LONG AS HE DOES NOT DO SO AS FBI OFFICIAL  
ENTRY. UNDESIRABLE TO ENTER PISTOL TEAM IN THE ABSENCE OF CONSIDERABLE  
PRACTICE. ACCORDINGLY SHOULD NOT BE DONE.

RECORDED

HOOVER EX-15

55 JUN 20 1946

SAN DIEGO ADVISED

END

ACK PLS

ON ORIGINAL

Approved by the Executives Conference, consisting of Messrs.  
Tolson, Rosen, Mumford, Hendon, E. A. Tamm, Harbo, Quinn Tamm,  
and Glavin.

57 JUL 10 1946

ORIGINAL COPY FILED

COPY:FC

SAC, Savannah

~~PERSONAL AND CONFIDENTIAL~~  
June 4, 1946

Director, FBI

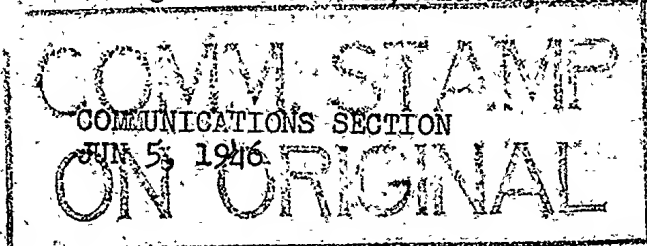
Reference is made to your letter of May 20, 1946, concerning the present method of preparing daily reports. Your comments and observations have been carefully noted. The Bureau has recently issued instructions calling for a change in the old method of preparing daily reports. This change has been in effect for a short time. Pending an opportunity to observe the effect of the new method, the Bureau does not desire to make a further change at this time. You may be sure, however, that your observations and comments will receive further consideration when the question of the method of submitting such reports is studied, after the Bureau has had a further opportunity to analyze its experience with the new system. The daily reports enclosed with your letter are enclosed herewith.

Enclosure  
LAH:BJB

ALL INFORMATION CONTAINED  
HEREIN IS ~~UNCLASSIFIED~~  
DATE 10/17/80 BY SP-5 CIB/MS

DECLASSIFIED BY SP-5 CIB/MS  
ON 10/17/80

Approved by the Executives Conference May 24, 1946, those present being Messrs. Tamm, Glavin, Hendon, Harbo, McGuire, Rosen and Hince.



RECORDED

166-2554-5075  
F B I  
55 JUN 24 1946

EX-15

57 JUL 12 1946

ORIGINAL COPY FILED IN 66-2754-777

SAC, ALBANY

JUNE 11, 1946

DIRECTOR, FBI

INDEX CARDS

Reference is made to your letter of May 20, 1946 describing the system presently being followed in your office for preparing and filing index cards on active members of the Communist Party.

For your information the Bureau is presently giving extensive study to the problem of handling material received on technical and microphone surveillances with the hope that more uniform administrative procedures can be devised. An Indexing Manual is also in preparation. Pending the completion of these projects and until you are advised to the contrary, you may continue to utilize your present system of indexing this material.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5 CIB/BR

RCH:ER

cc: Mr. J. A. Carlson - This should be considered in connection with the survey on technical and microphone surveillances and indexing manual.

NOTE: Approved by Joint Committee  
6/7/46 consisting of Messrs.  
Conroy, Scheidt, Harbo and  
Hendon.

Approved by the Executives Conference on 6/11/46, with Messrs.  
Tolson, Quinn Tamm, Harbo, Hendon, Lee, Mumford, Nichols and  
Rosen in attendance.

COMM. STAMP  
COMMUNICATIONS SECTION  
JUN 12 1946  
ON ORIGINAL

RECORDED

66-2554-3076  
B I  
55 JUN 24 1946

EX-33

INITIALS ON ORIGINAL

52 JUL 2

1946

ORIGINAL COPY FILED IN 66-5084-243



LBN:MP

The Director

May 16, 1946

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Harbo, E. A. Tamm, Hendon, Tracy, Glavin and Nichols considered a suggestion that foreign journals sent up by our SIS people not be filed unless there is some real need to file them. It was unanimously agreed that hereafter foreign journals would be filed only if there was a notation to that effect written on the communication transmitting the journal. Otherwise the Files Section will be instructed to return the communication to the Supervisor submitting it for destruction.

Respectfully,  
For the Conference

Clyde Tolson

Edward A. Tamm

16/17/40 sp-5 ci bwp  
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/12/83 BY SP5 Rgg/buy

#228,287

cc - Mr. Clegg  
Mr. Hendon

RECORDED

166-2554-5077

F B I  
JUN 24 1946

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

103  
JUL 9 1946

ORIGINAL COPY FILED 166-4104-744



SAC, EL PASO

JUNE 11, 1946

DIRECTOR, FBI

FEDERAL PROCEDURE RULES  
SUMMARY REPORTS

65091

Reference is made to your letter of May 29, 1946, inquiring concerning the preparation of summary reports in those cases in which the defendant has waived indictment by Grand Jury and has indicated he will enter a plea of guilty. You should, of course, adopt a common sense interpretation of the Bureau's regulations as to the preparation of summary reports where it is apparent that such a report will serve no purpose. In the specific instances which you cited it would appear that a summary report would serve no purpose and in such instances one, of course, should not be prepared.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/1/90 BY SP-5 CIL/DC

RCH:ER

NOTE: Joint Committee, consisting of Messrs. Conroy, Scheidt, Harbo, and Hendon, considered this and felt that there was no need for a change in the rules; that good judgment and common sense interpretation of the rules presently will eliminate the preparation of unnecessary summary reports.

The Executives Conference on 6/11/46, with Messrs. Tolson, Quinn, Tamm, Harbo, Hendon, Lee, Mumford, Nichols and Rosen in attendance, unanimously agreed with the Joint Committee.

COMMUNICATIONS SECTION  
JUN 12, 1946

ORIGINAL FILED IN 66-24

RECORDED

EX-33

66-2554-5078  
F B I  
70 JUN 24 1946

77  
JUL 15 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : D. M. Ladd

DATE: June 3, 1946

FROM : L. R. Pennington

SUBJECT: SERVICEMEN'S DEPENDENTS ALLOWANCE ACT OF 1942 MANUAL CHANGES.

Attached are proposed changes for the Manual of Instructions and for the FBI Handbook, pertaining to investigations in these cases.

The FBI Handbook changes include the recent one in the Departmental policy whereby United States Attorneys were instructed to seek to prosecute members of the Armed Service when they commit crimes punishable in civil courts. Up until this time, the Bureau has had a policy of ignoring violations by servicemen. As you know, numerous cases are encountered where soldiers make false statements in their applications for family allowances. The second change in the FBI Handbook is the addition of remarks explaining venue for prosecution.

The changes in the Manual of Instructions include changing the policy relative to servicemen to conform to the present Departmental policy, adding statements describing venue, and making two other minor changes in the wording of existing instructions.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 C/BH

Attachment

APPROVED BY EXECUTIVES' CONFERENCE ATTENDED BY MESSRS. TOLSON, TAMM, GLAVIN, Q. TAMM, HENDON, NICHOLS, HINCE, ROSEN, TRACY AND LADD 6-4-46. DML.

HHH:MMC

RECORDED

FBI

75 JUN 21 1946

INITIALS ON ORIGINAL

59 JUN 26 1946

ORIGINAL COPY FILED IN

PROPOSED CHANGE IN  
MANUAL OF INSTRUCTIONS

June 3, 1946

Section 40 D:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/12/00 BY SP-5C/BAT

The last paragraph should be deleted. It sets forth the former Departmental policy that violations by servicemen should be handled by the Military Authorities. This policy was recently changed and violations by servicemen are handled by the Bureau.

Section 40 E:

The first paragraph of 40 E (4) stated that certified copies of allowance checks have to be secured through the Washington Field Office. The following sentence should be added to this paragraph: "Requests for copies of checks should state the exact name of the payee, the check number, date, amount, symbol number, and name of the disbursing officer."

Section 40 F:

The following paragraph relative to the Statute of Limitations should be added to this section: "The Statute of Limitations for the offense of receiving allowance checks is three years after the legal termination of the war, as it is in other types of war fraud cases (Section 590A, Title 18, U.S.C.A.), but the offense of making false statements in applications is defined in the Statute as perjury, and the Statute of Limitations is three years only."

Section 40 G:

The Bureau formerly furnished copies of reports of interest to the War Department to the Dependency Board of the War Department. This has been discontinued. Reports of interest to the Navy were formerly furnished direct to the Bureau of Naval Personnel. They are now sent through ONI. Accordingly, the first two sentences of Section 40 G should be amended to read as follows:

"Since the information developed in these investigations is of interest to the War and Navy Departments and of aid to them in the administration of the Act, copies of reports pertaining to Army allowances are furnished to the Office of Dependency Benefits. Reports pertaining to Navy, Marine, or Coast Guard allowances are furnished to the Office of Naval Intelligence."

Section 40 H:

This section advises where venue for prosecution is under the various sections of the Act. However, it is incomplete since with respect to Section 217 it merely states venue is the place where the false statement was made. This part should be amended to read as follows:

66-2554-5077

ENCLOSURE

PROPOSED CHANGE IN  
MANUAL OF INSTRUCTIONS

(Continued)

"Section 217

1. Where the statement was made.
2. Where the statement was acted upon.
3. Where the ex-serviceman is first found or brought (if application was made while overseas - see Section 102, Title 28, U.S.G.A.).
4. In the district where checks were received (only if ex-serviceman is charged with conspiracy with recipient of checks)."

June 3, 1946

PROPOSED CHANGE IN  
FBI HANDBOOK

Part III, Chapter 50, 4-E now reads:

"Investigative jurisdiction of Bureau relates primarily to civilians."

Change to:

"Since March 26, 1946, investigative jurisdiction of Bureau covers servicemen as well as civilians."

To be added:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/90 BY SP-5 C/DK

" 9. VENUE

A. For receiving allowances, venue is where allowance checks were received or cashed.

B. For false statements in application venue is:

1. Where the statement was made.

2. Where the statement was acted upon.

3. Where the ex-serviceman is first found or brought (if application was made while overseas - see Section 102, Title 28, U.S.C.A.)

4. In the district where checks were received (only if ex-serviceman is charged with conspiracy with recipient of checks)."

66-2554-5074

ENCLOSURE



THE DIRECTOR

6/12/46

THE JOINT COMMITTEE

SUGGESTION #262

EMPLOYEE: William A. Murphy  
SAC, San Diego

MEMBERS PRESENT:

H. T. Harbo  
R. G. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

*\*Suggestion of Bureau records*  
That duplicate copies of material filed in the zero, double zero and dead files be destroyed after it has become one year old.

ADVANTAGES:

1. This would save space.
2. There is less need for duplicate copies of this type of material than there is for duplicate copies of serials in investigative files which under present rules can now be destroyed.
3. This would make uniform the practice of material one year old being destroyed.

DISADVANTAGES:

1. It entails some clerical work.

RECOMMENDATION: Unanimously favorable

RGH:FJ00

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5CIBMF

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on June 14, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Mumford and Rosen in attendance.

Respectfully,  
For the Conference

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED  
INDEXED  
EX-26  
E. A. Tamm

52 JUL 1 1946

THE DIRECTOR

6/24/46

THE EXECUTIVES CONFERENCE

PROPERTY FOR FBI NATIONAL ACADEMY

cc  
The Executives Conference on June 24, 1946, those present being Messrs. E.A. Tamm, Glavin, Ladd, McGuire, Rosen, Tracy, Harbo and Clegg, considered the suggestion that revolvers and holsters not be issued to the members of the FBINA while they are in Washington. It has been customary in the past to issue them revolvers on the opening day and caution them not to make use of these revolvers until an instructor has told them to use them for practice purposes under the supervision of an instructor. Arrangements are now being made for all this training with the revolver to be given at Quantico and sufficient number of revolvers can be made available at Quantico so that they can be loaned to the class members on the day that they use them and can be turned in at the close of firearms practice each day while at Quantico. This will prevent the National Academy men having in their possession over night at any time any FBI firearm.

The Conference unanimously recommended favorably in connection with this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5C/OHF

RECORDED  
&  
INDEXED

344

66-2554-5580

EX-33

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Hendon  
Mr. Clegg

JUN 28 1946



THE DIRECTOR

JUNE 19, 1946

THE EXECUTIVES' CONFERENCE

The Executive Conference on June 18, 1946, Messrs. E. A. Tamm, Nichols, Glavin, Harbo, C. Tamm, Ladd, Rosen and Hince being present, was informed that approximately forty members of the present Session of the National Academy have requested that a tour of the Bureau and Quantico be arranged for their wives who will be in Washington for the Graduation week.

RECOMMENDATION: The Conference was unanimously favorable to arrangements for a tour of the Bureau for the wives of the Academy members and for a visit to Quantico with transportation via Bureau bus. If approved, arrangements for the tour and visit to Quantico will be made.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC: Mr. Clegg  
Mr. Hendon

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-SC/PHF

TAH/vl

RECORDED & INDEXED

EX - 26

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

57 JUL 1 - 1946

THE DIRECTOR

June 18, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of June 10, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quinn Tamm and Glavin considered a suggestion from Special Agent in Charge Conroy of New York, that a War Service Certificate be issued to Heinrich Von Eckardt, who was employed as a Confidential Informant and Translator in the New York Division from January 1, 1942 up until the time he reported to SIS in Washington in the spring of this year for assignment outside the country. There is attached hereto a brief file of Mr. Von Eckardt. His service with the Bureau has been entirely satisfactory and the Conference recommends that favorable consideration be given to Mr. Conroy's request that Mr. Von Eckardt be awarded a War Service Certificate.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5/bmr

Attachment

CC: Mr. Hendon  
Mr. Clegg

E. Q. Tamm

WRG/dmb

RECORDED  
&  
INDEXED

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JUN 27 1946

66-2554-5083

THE DIRECTOR

6/12/46

THE JOINT COMMITTEE

SUGGESTION #271

EMPLOYEE: THE JOINT COMMITTEE

Messrs. Harbo, Hendon, Conroy and Scheidt

MEMBERS PRESENT:

Messrs. R. T. Harbo

E. E. Conroy

R. C. Hendon

E. Scheidt

SUGGESTION:

That an exception be made to the rules permitting the <sup>government property</sup> destruction of duplicate serials from closed files and dead files over a year old to provide that duplicate copies of identification orders can not be destroyed unless the file also contains an apprehension order.

ADVANTAGES:

1. Even though a case might be closed or in a dead status in a particular field office the subject of an identification order might still be a fugitive and the case become active in that office at any time at which point the office should have extra copies of the identification order available.

DISADVANTAGES:

None

RECOMMENDATION: Unanimously favorable

RCH:FJ

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on June 14, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Mumford and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED  
INDEXED  
64  
EX - 31

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CC - Mr. Clegg

JUN 27 1946

THE DIRECTOR

6/12/46

THE JOINT COMMITTEE

SUGGESTION #264

EMPLOYEE: SAC WILLIAM A. MURPHY  
SAN DIEGO FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 C. B. H. F.

MEMBERS PRESENT:

Messrs. R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the present instructions covering the filing of  
Wanted Notice Cards be modified to provide for a straight  
alphabetical sequence with the sub-division by geographical location.

ADVANTAGES:

1. This is a simpler system of filing.
2. In instances where a Stop Notice on one individual is placed with several agencies only one card would be necessary for each agency.
3. The sequence of filing the cards will be the same as that recently provided for Mail Cover Index Cards thus providing uniformity.
4. In cases where some law enforcement agency makes an inquiry regarding a fugitive whose name can not be recalled by that law enforcement agency, under the proposed system the search would not entail a great amount of work due to the fact that most of the field offices of the Bureau have only a limited number of Wanted Notice Cards.

DISADVANTAGES: - 19

1. Under the present system it is easily possible to locate a Wanted Notice by the name of the agency with which it has been placed even though the name of the wanted person is not recalled, whereas the proposed filing system would make it more difficult to locate the card in such instances.
2. In the present system you can find out readily all Wanted Notices placed with any particular agency because they are grouped together.

RECOMMENDATION:

Unanimously favorable. It is further recommended that this same general practice be applied to stop notices placed against such properties as guns, jewels, automobiles, etc. and that instructions be issued to the effect that the Stop Notice Cards be filed alphabetically by the name of the object.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Jones  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives  
Conference on June 14, 1946, with  
Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince,

Respectfully,  
For the Conference E. A. Tamm

50 JUN 21 1946 Clyde Tolson

THE DIRECTOR

June 17, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIP/MT

*cc*  
The Executive Conference, with Ladd, Tolson, E. A. Tamm, Glavin, Harbo, Hendon, Hince, Rosen and Quinn Tamm being present, considered a suggestion submitted by Mr. G. C. Callan of the Investigative Division that outgoing signature mail handled in the Identification Division not be routed through the Investigative Supervisors prior to mailing. Mr. Callan further suggests that the folder of the outgoing communication be checked for the Investigative Division Supervisors' attention.

The Conference was unanimously in favor of the suggestion, pointing out that it will expedite the handling of signature mail. If you approve, there is attached hereto a memorandum to the Identification Division, Investigative Division and the Records and Communications Division outlining the procedure.

Respectfully,  
For the Conference

*W. H. Clegg*  
W. H. Clegg

*E. A. Tamm*  
E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

Attachment  
Q. Tamm

RECORDED  
&  
INDEXED

EX-33

66-2554-5086  
F B I  
31 JUN 26 1946

Tolson  
E. A. Tamm  
Clegg  
Coffey  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

JUN 27 1946

THE DIRECTOR

6/11/46

THE JOINT COMMITTEE

65089

SUGGESTION #165

EMPLOYEE: MR. GEORGE W. H. CARLSON  
SAN ANTONIO FIELD OFFICE

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

Executive Conference

EMPLOYEE SUGGESTS: That information concerning the location of Vital Statistics Bureaus be furnished to all field offices and that thereafter information concerning vital statistics be secured by field offices through direct correspondence rather than through setting out a lead in an ~~investigative~~ report for the office covering the town involved.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/14/84 BY SP-5 RJB/ML

ADVANTAGES:

1. It would eliminate the handling of reports in an auxiliary office solely for the purpose of obtaining the routine vital statistics information.
2. At present the numerous reports are furnished to auxiliary offices setting out only a lead to obtain vital statistics information and if this were obtained by corresponding direct there would be an obvious saving.
3. The time of the Agent would be eliminated to handle this by correspondence.

DISADVANTAGES:

RECORDED  
INDEXED

166-2554-5089

1. There is no uniform system existing in the United States as to the handling of Vital Statistics records. Some states would have a centralized bureau in which this information has been recorded subsequent to a particular date and in many instances this date is of comparatively recent origin. In other states the records are maintained by counties, or even cities and towns. Consequently, any one pamphlet setting out the place from which Vital Statistics could be obtained would probably be very voluminous and also confusing.
2. In some states and places such information cannot be obtained except upon payment of certain fees which would complicate efforts to obtain such information by correspondence.
3. There advisable, there, of course, is no objection to the auxiliary office, which is acquainted with the situation in its territory, obtaining the information by correspondence, which in itself would eliminate the time spent by an Agent.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Clegg

Mr. Hendon

57 JUL 1 - 1946

65090

4. In accordance with recent issued instructions a lead for an auxiliary office merely to obtain such information should be sent by a simple letter from the office desiring the information which eliminates the handling of reports solely for this purpose.
5. In some states where the birth of an illegitimate child is reported, the obtaining of the information regarding the birth of the child involves sometimes complicated legal aspects and the personal attention of an Agent would be necessary to obtain the information.

RECOMMENDATION: Unanimously Opposed.

RCH/cl

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 14, 1946, with Messrs. Tolson, Glavin, Quinn Tamm, Harbo, E. A. Tamm, Hendon, Hince, Mumford and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



THE DIRECTOR

June 17, 1946

THE EXECUTIVE CONFERENCE

*\* House of Ruby*

*lc*

The Executive Conference of June 14, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin was advised as a result of a suggestion made that the Bureau go back to the six day, 48-hour week, that if ever such a policy was adopted, the additional salary costs for the present Bureau on a 48-hour week would be \$5,109,385. It was pointed out to the Conference that the present appropriation could not absorb this additional cost and it would be necessary that additional appropriations be secured.

The Conference is opposed to any further consideration of the six day, 48-hour week at the present time.

Respectfully submitted,  
FOR THE CONFERENCE

*GA*  
Clyde Tolson

*Ent*  
E. A. Tamm

CC: Mr. Hendon  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/12/90 BY SP-5 ci/PM

WRG/dmb *Wmk*

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

*135*  
JUN 28 1946

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&  
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J-8

EX-13

*66-2554-5018*  
JUN 28 1946

THE DIRECTOR

June 17, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5C/OTF

*Re: [unclear] and [unclear]*

The Executive Conference, with Messrs. Tolson, E. A. Tamm, Glavin, Harbo, Hince, Nichols, Hendon, Mumford, Rosen and Quinn Tamm being present, considered a suggestion submitted by Mr. Quinn Tamm that a letter be transmitted to all contributors of fingerprints, such as a letter informing the contributors that because of budgetary curtailment, applicant fingerprint cards would be delayed in handling in the Identification Division.

For the Director's information, there are in the Identification Division at the present time, 177,673 fingerprint cards of applicants which have been received from the Army, Navy, Marine Corps, Coast Guard, public utility companies and commercial concerns which have not been forwarded through the Identification Division. There are also pending answer in the Typing Section, 85,372 applicant fingerprint cards received from law enforcement agencies which indicate the individuals are applicants for some type of municipal license, cab driver, pistol permit, applicant for position on the police force, railway express or Maritime Commission. These fingerprint cards are not being handled in the Identification Division because of the shortage of personnel. In addition to the above cards which have been handled as far as the Typing Section, fingerprint cards from the U. S. Engineers (atom bomb project) and the Treasury Department (White House employees) are handled currently. The Identification Division surmises that at the present time, in most instances it takes approximately 60 days for applicant cards to be handled.

The Conference unanimously recommends the attached letter be transmitted to all contributors of applicant prints.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols cc - Mr. Clegg  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington cc - Mr. Clegg  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

56 JUN 28 1946

THE DIRECTOR

6/21/46

EXECUTIVES' CONFERENCE

CAPTAIN WALTER E. NAYLOR  
TEXAS DEPARTMENT OF PUBLIC SAFETY  
AUSTIN, TEXAS - FBI NA APPLICANT 33RD SESSION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/50 BY SP-5 ci/bhp

The Executives' Conference on June 20, 1946, those present being Messrs. E. A. Tamm, Hendon, Nichols, Harbo, Rosen, Ladd, Q. Tamm and Clegg, considered the application to attend the FBI National Academy of Captain Walter E. Naylor of the Texas Department of Public Safety.

The detailed summary of this individual is attached and it reflects in substance the following summarized information:

The applicant applied for a Special Agent position in May 1935. As a result of the investigation he was unfavorably considered.

INVESTIGATION AS AGENT APPLICANT

Date of birth - August 19, 1908  
Graduated from high school with average grades  
Attended Texas A&M college for two brief periods and in each instance he withdrew or was dropped for deficient scholarship  
Served as an electrician helper satisfactorily  
Has been a filling station attendant  
Became a member of the Texas State Highway Patrol in 1931  
In 1936 was a Texas Ranger

A Highway Patrol Captain stated he was honest and reliable, sometimes overzealous and lacking in discretion. Another captain stated he was a tireless worker and the only mark against his record was when he solicited and received an expensive Christmas present from a truck operator in Houston and when the matter was reported to the then Chief Phares the applicant was suspended for five days and ordered to return the present which was an electric sewing machine.

Mr. Nelson, formerly with the Yellow Transit Company, stated in 1934 and 1935 he gave Naylor many gifts of cash and presents, a set of tires and an electric sewing machine, which latter gift the applicant solicited, that he received this money and these gifts in return for not weighing Yellow Transit trucks which would be loaded beyond the limit allowed by the state law.

Mr. Robert T. Herrin, President of the Herrin Transportation Company, stated the applicant would sell out his employers. He could not understand why he was listed as a reference and if the Bureau hired him, the Bureau's stock would drop considerably in Herrin's opinion. He stated that Naylor, while in Houston as a Patrolman, had "shaken down" truck operators and had borrowed

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Carson  
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Harbo  
Hendon  
Herrington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon

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money totalling \$200 over a period of a year when it was clearly understood the money was not a loan but a bribe to prevent weighing the truck loads.

The applicant's credit rating then was slow. One individual felt that the applicant was living beyond his income. When SACH. L. Sloan advised that in January 1935 he relieved the applicant on duty during the inauguration of Governor Allred of Texas, he found the applicant asleep in a car in front of the house.

The remaining information obtained was favorable to the applicant.

REINVESTIGATION - 1946 - FOR FBI NA APPLICANT

Mr. Nelson, formerly with the Yellow Transit Company, was reinvestigated. He stated in 1934 and 1935 all truck carriers were overloaded and considerable loss was being encountered by Highway Patrolmen stopping the trucks causing them to be unloaded at the spot and the practice developed of the truckers paying off the Highway Patrolmen so they would not stop the truck so often. He stated that Naylor first contacted him in 1934 and he gave Naylor several bottles of whiskey. Those gifts continued and later Naylor asked for and received a set of tires. He did not at this time remember giving Naylor the sewing machine although he remembered that a sewing machine was returned by someone when the head of the Highway Patrol heard about it. He said he paid Naylor the rate of \$25 per month so his trucks would not be weighed.

Mr. Herrin of the Herrin Transportation Company was recontacted. He stated the previous statements made by him were true but Naylor was following a common practice then being followed by Texas Highway Patrolmen and this did not reflect basic dishonesty on the applicant's part. He denied that Naylor was shaking him down but that Naylor was being persuaded to overlook violations of the law which truckers considered unfair due to the low limit of 7,000 pounds which was being placed on truck loads. Mr. Herrin, the informant, apparently enjoys an excellent reputation although is considered hot tempered and neurotic.

Several other truckers who were in business at the time were interviewed and all of them stated they considered Naylor honest, upright, had no knowledge indicating his taking bribes, although they recalled vaguely a controversy which arose because of gifts being made to Patrolmen by the Yellow Transit Company.

The Dallas Office obtained information from the manager of a trucking company that it was generally customary for the Highway Patrolmen to accept bribes in connection with the enforcement of the old limit of 7,000 pounds for a truckload and although he had given Naylor some small gifts such as liquor he had never made any payments to Naylor. Another truck manager had no information that Naylor had ever taken any bribes and one trucker stated in his opinion Naylor was probably the only Patrolman in the Houston area who did not accept bribes during the period of the 7,000 pound load limit law.

Federal Judge Allred, former Governor, is well acquainted with the applicant who had performed several special investigations for him. He did an

extremely good job. He knows of nothing derogatory.

A state Senator, the President of the National Bank, the owner of a Good Year store, all recommend the applicant very highly. They consider him an excellent police officer. There was some neighborhood gossip which reflected that Mrs. Naylor had suspected the applicant of having affairs with other women but nothing definite was ever developed and the applicant and his wife have two children and are living together. An FBI Agent advised that it was common knowledge that the applicant had had himself sterilized because it would be dangerous for Mrs. Naylor to have any more children.

During the period 1934 and 1935 daily reports were prepared by the Highway Patrolmen and they were examined. The San Antonio Office advised that these daily reports of the applicant reflected that he had stopped the trucks of the Yellow Transit Company and the Herrin Transportation Company in the same proportions to his stopping the trucks of other truck companies. Mr. Acers advised by telephone that Director Homer Garrison was of the opinion that these reports showed that Naylor was properly performing his duty and had not been over-reached. It was also learned that it was not an infrequent custom in those days for the truck company managers to submit expense accounts and charge off deductions for income tax in the way of gifts or bribes to Patrolmen, when, in fact, they had not been paid. It was merely to justify an expenditure to deduct from the profits earned.

Director Homer Garrison, according to Acers, is convinced that the allegations were not true and has placed Naylor in charge of the training work for the Texas Highway Patrol. He is also one of the principal contact officers with local police for the Texas Highway Patrol.

Inspector Quinn Tamm a few weeks ago was in Texas and discussed this matter with SAC Acers and Willis and Agents George Carlson and R. B. Miller. Carlson had worked with Naylor and considered him very capable and trustworthy. The Agents and Agents in Charge felt it would be to the Bureau's disadvantage not to accept him. There was a feeling that the allegations were not true and they had been unable to substantiate them except from those who made the charges.

The Executives Conference in the light of all circumstances and in view of the oral report of Quinn Tamm recommended that Naylor be accepted. If this is approved, there is attached hereto a letter addressed to Colonel Garrison inviting him to send Naylor to the July Session of the Academy.

While I am approving this I do so most reluctantly. I think it is a great mistake to lower the standing of the N. I. by accepting individuals who have a substantially black blot on their record. It is not the first time we have raised the bars & allowed questionable applicants & I think it a most undesirable trend. The fact not to accept this man would react against

Respectfully,  
For the Conference

E. A. Tamm

E. A. Tamm

He knows Acers & Naylor personally. I am not impressed with all this high commendation.

The Bureau is a sad commentary on our prejudiced prestige - getting Acers going to succumb to black mail and to black Naylor.



THE DIRECTOR

6/24/46

THE EXECUTIVES CONFERENCE

QUARTERLY CONFERENCES OF SUPERVISORS AND BUREAU OFFICIALS  
AT THE SEAT OF GOVERNMENT

The Executives Conference on 6/19/46, those present being Messrs. E. A. Tamm, Glavin, Harbo, Hendon, Nichols, Ladd, Rosen, C. Tamm, and Clegg, considered the suggestion relative to Quarterly Conferences of Supervisors and Bureau Officials at the Seat of Government. Other personnel conferences have been made semi-annual instead of quarterly.

The Executives Conference recommended as follows unanimously:

1. That the Seat of Government Conference of Supervisors and Bureau Officials be held semi-annually instead of quarterly in the future.

2. That when such Conferences are to be held they begin at 4:00 PM on the afternoon they are to be held instead of at 7:30 P.M. as heretofore.

This recommendation is made due to the fact that this is an official function and it is expected that there would be critical comments on the part of supervisors if they were required to attend a conference which is not planned to begin until after official working hours.

Respectfully,  
For the Conference,

Clyde Tolson

E. A. Tamm

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DATE 10/17/90 BY SP-5 CIB/HF

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Perrington  
Quinn Tamm  
Nease  
Gandy

cc - Mr. Hendon

Mr. Clegg

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52 JUL 3 1946

THE DIRECTOR

June 20, 1946

The Executive Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/12/90 BY SP-5ci bmf

At a meeting of the Executive Conference on June 20, 1946, which was attended by Messrs. Tamm, Clegg, Harbo, Rosen, Quinn Tamm, Hendon, Nichols and Ladd, the attention of the conference was called to the fact that ever since the Washington Field Office had left the Department of Justice Building, the Security Division has handled the interviews and complaints of individuals coming to the Bureau and that in view of the fact that the Washington Field Office was returning to the Department of Justice Building, it was suggested that the Interview Room be done away with and that complaints be referred to the Washington Field Office for interview and handling. It was pointed out that the two rooms used for the Interview Room will be needed by the Security Division in view of the space lost to the WFO. It was pointed out to the conference that, of course, this would not in any way effect those individuals which the Director's Office desired to refer down for interview by Bureau supervisors but would pertain only to the miscellaneous type of individual who called at the building and indicated they wanted to furnish information to an Agent.

The conference was unanimously in favor of this recommendation.

Respectfully,  
For the Conference

Glyde A. Tolson

E. A. Tamm

Mr. Tolson.....  
Mr. E. A. Tamm.....  
Mr. Clegg.....  
Mr. Coffey.....  
Mr. Glavin.....  
Mr. Ladd.....  
Mr. Nichols.....  
Mr. Rosen.....  
Mr. Tracy.....  
Mr. Carson.....  
Mr. Egan.....  
Mr. Hendon.....  
Mr. Pennington.....  
Mr. Quinn Tamm.....  
Mr. Nease.....  
Miss Gandy.....

RECORDED & INDEXED  
JUL 27 1946

66-2554-5092

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56 JUL 2 1946

DML:da



THE DIRECTOR

6/17/46

THE EXECUTIVES' CONFERENCE

IN-SERVICE TRAINING COURSE WORKSHEET

The Executives Conference, those present being Messrs. Tolson, Glavin, E. A. Tamm, C. Tamm, Harbo, Hendon, Nichols, Mumford, Rosen and Hince, on June 14, 1946, considered and approved the attached revision of the In-Service training course to take effect with the reconvening of the In-Service schools beginning July 8, 1946. The revision provides for the addition of discussions concerning police record systems, National Stolen Property Act, field office administration, supervision and coordination in investigations, new rules of Federal criminal procedure, development of confidential informants and photography.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/10 BY SP-5C/bm

Attachment

cc: Mr. Clegg  
Mr. Hendon

IAH/vl

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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&  
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66-2554-5893

56 JUL 2 - 10:45

MAY 20, 1946

IN-SERVICE TRAINING COURSE WORK SHEET

PROPOSED FOR IN-SERVICE TRAINING SCHOOL CYCLE

BEGINNING JULY 1, 1946

DATE 10/17/50 SP-5 C. B. M.

<u>SUBJECT</u>	<u>INSTRUCTOR</u>	<u>TIME</u>
1. Roll Call, Organization of Class, Announcements	Mr. L. A. Hince or Mr. J. S. Rogers	$\frac{1}{2}$ hour
2. General Bureau Problems	Mr. H. H. Clegg	1 hour
3. New Rules of Federal Criminal Procedure	Mr. J. A. Carlson or Mr. K. R. McIntire	2 hours
4. Development of Confidential Informants - Examples of Procedure	Mr. L. A. Hince or Mr. E. T. McIntyre	1 hour
5. Police Record Systems	Mr. A. E. Leonard or Mr. F. T. Neesh or Mr. H. H. Reed	1 hour
6. Field Office Administration Forum	Mr. H. H. Clegg or Mr. E. P. Morgan	1 hour
7. Value of Supervision and Coordination in Intelligence and Other Investigations	Mr. E. P. Morgan	1 hour
8. The FBI National Academy	Mr. J. S. Rogers or Mr. L. A. Hince	1 hour
9. Inspection and Supervision of Equipment	Mr. E. P. Morgan and Mr. J. S. Rogers	2 hours
10. Raids, Plants and Surveillances	Training Division Instructors	3 hours
1. Photography - Theory and Practice	Mr. E. B. Donaldson or Laboratory Instructor	$1\frac{1}{2}$ hours
2. Arrest Problems - Mechanics	Mr. H. A. Sloan and Staff	5 hours
3. Firearms Training	Mr. H. A. Sloan and Staff	3 days
4. Fingerprints - Latents	Mr. E. S. Deiss	$1\frac{1}{2}$ hours
5. Investigative Project	Training Division Instructor	3 days

# IN-SERVICE TRAINING COURSE WORK SHEET (Continued)

<u>SUBJECT</u>	<u>INSTRUCTOR</u>	<u>TIME</u>
16. Technical and Sound Equipment - Practical Work	Mr. E. R. Donaldson or Laboratory Instructor	4 hours
17. Lessons Learned From Bureau Major Cases	Mr. K. R. McIntire	1 hour
18. Panel Forum - Identification Division	Mr. S. J. Tracy or Mr. Quinn Tamm	$\frac{1}{2}$ hour
19. Panel Forum - Administrative Division	Mr. W. R. Glavin or Mr. R. E. Lee	1 hour
20. Panel Forum - Records and Communications Division	Mr. L. B. Nichols or Mr. J. J. McGuire	1 hour
21. Panel Forum - Security Division	Mr. D. H. Ladd or Mr. J. K. Mumford	1 hour
22. Panel Forum - Laboratory	Mr. R. T. Harbo or Mr. H. B. Long or Mr. D. J. Parsons	1 hour
23. National Stolen Property Act - Jewel Thefts and Confidence Games - New Jewel Theft and Confidence Men Album	Mr. C. C. Nelson	1 hour
24. National Motor Vehicle Theft Act	Mr. O. J. Keep	1 hour
25. Fugitive Investigations	Mr. C. J. Martin or Mr. W. H. Caver or Mr. C. W. Evans	1 hour
26. Civil Rights, Domestic Violence, Falsely Claiming Citizenship, Election Frauds	Mr. E. S. Blakesley	$\frac{1}{2}$ hour
27. Selective Service Act, Hatch Act, Departmental Applications	Mr. E. H. Walker or Mr. G. C. Callan	1 hour
28. Theft From Interstate Shipment, Impersonation	Mr. C. C. Nelson	$\frac{1}{2}$ hour
29. White Slave Traffic Act, May Act, Crime Surveys	Mr. P. J. Shine	1 hour
30. War Frauds	Mr. R. P. Lawson	1 hour
31. Bank Robbery, Kidnapping and Extortion	Mr. J. T. Logue	1 hour

IN-SERVICE TRAINING COURSE WORK SHEET (Continued)

- |  |  |        |
|--|--|--------|
| 32. General Communist Activities                         | Mr. E. H. Winterrowd                         | 1 hour |
| 33. Communist Infiltration of Foreign<br>Language Groups | Mr. E. J. Powers or<br>Mr. W. K. Harvey      | 1 hour |
| 34. Special Communist Cases                              | Mr. L. Whitson or<br>Mr. W. K. Harvey        | 1 hour |
| 35. Communist Infiltration of Labor                      | Mr. F. J. Baumgardner or<br>Mr. C. H. DeFord | 1 hour |
| 36. Examination  | Training Division Instructor                 | 1 hour |

THE DIRECTOR

THE EXECUTIVES CONFERENCE

6/25/46

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/90 BY SP-SCI/BHF

The Executives Conference consisting of Messrs. Tamm, Nichols, Glavin, Hendon, Quinn Tamm, Harbo, Clegg, Rosen and Ladd considered the problem of "stragglers" in the Identification Division as brought up by Mr. Hendon, based upon his survey.

A "straggler" occurs when for one reason or another it is impossible to locate the file jacket or previous fingerprint cards in the Identification Division upon which to base an answer to a current print or current inquiry. A common type of "straggler" is that in which a print may have been received from the Metropolitan Police Department on one day as a result of which the file jacket containing the prior record is pulled for answer and then a card on the same individual is sent in by the U. S. Marshal prior to the time the jacket is returned to file. In this regard there are 12 separate steps taken before an incoming print is answered and from 18 to 20 steps before the fingerprints and file jacket are back in file. During this period, as can be seen, there are any number of places in the Identification Division where such a "straggler" might be located. The picture is complicated in many instances due to the fact that as many as four or five fingerprint cards on the same individual may come in within a short period of time from different contributing agencies and at the same time inquiries by letter and wire will be received from local contributors and Bureau offices pertaining to the same person.

At the time of the survey, which was typical, there were 1300 "stragglers" in the Identification Division of which 634 were counted as delinquent since they were on the list for over 48 hours and 198 of this number were approximately a month or more delinquent. Approximately 450 "stragglers" are located per day but the total number remains approximately the same due to the daily additions. Since 5900 file jackets are pulled daily which means about 50,000 fingerprints are moving through the Identification Division at all times, it can be realized that the locate problem is a very great one.

Pursuant to our present policy, if a file jacket cannot be located within a two week period, a letter is sent to the contributor in those instances where the incoming print has been identified with a master card in the file, advising that a complete record is presently not available and that a full record will be sent when available. A number of these letters must go out each week and in effect they state that we have a lost record which cannot be found, which reflects unfavorably upon the Bureau.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Harbo  
Mr. Hendon  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED  
&  
INDEXED

166-2554-5099  
JUL 1 1946

57 JUL 1 - 1946



As the delinquency in any section of the Identification Division increases, the "straggler" problem of course becomes greater since there is that much more delay in the cards and jackets getting back into the file. Current and delinquent work is responsible for the greater portion of the "stragglers" since a check which I had made revealed that of 3,591 file jackets checked, but five were misfiled and six folders were out of sequence in the proper file drawer. This is a percentage of error of .309. Every misfiled jacket is a potential "straggler" and due to personnel shortages the last check of misfiling was made in 1943.

At the present there are 39 employees on the "straggler" searching squad. These employees do nothing except look for "stragglers" and without them the approximately 450 located per day would not be found until in due course they got back in the file. The searching is made difficult by the fact that the work is moving throughout the various sections at all times. For example, while a searcher is looking among material on a typist's desk, what he is looking for may be picked up from the desk of an adjoining typist and either sent forward or sent back to some other section where the searcher has already looked. In other words, it is practically impossible for them to catch up with the various lost jackets. From experience it has been shown that a much greater number of "stragglers" can be located by the same number of employees daily when the work in the Identification Division is stopped. The ideal situation would be to have the squad of searchers on a night shift. However, this is recommended against since there are an insufficient number of male employees to handle this work and due to the neighborhood and other factors it is inadvisable to assign girls on the night shift. *not to exceed 50 employees*

The Conference was unanimous in approving the recommendation jointly made by Mr. Quinn Tamm and Mr. Hendon that a voluntary "straggler" squad be used on Saturdays with appropriate compensatory leave granted. It is the belief of the Conference that the number of "stragglers" constantly carried on the list will be greatly reduced through a concentration of this type of work on Saturday. It is further recommended that after this has been tried for two or three weeks that consideration be given to cutting the regular "straggler" squad of 39 employees who presently work during the week. If approved, steps will be taken by the Identification Division to obtain the necessary volunteers for each Saturday. In this regard, Mr. Tamm has advised that there will be no difficulty. The Conference was also of the opinion that while it cannot be done now due to personnel limitations, when possible a regular squad should be assigned to check the file cabinets for misfiled jackets.

1. O. R. Respectfully,  
2. *try to establish a night* For the Conference  
*squad as soon as possible*

3. *try to establish squad* Clyde Tolson  
*for checking cabinets*

CC - Mr. Clegg *As soon as possible* E. A. Tamm



THE DIRECTOR

June 18, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5C/PNF

The Executive Conference of June 14, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin considered the suggestion of ~~discontinuing~~ the Savannah Division and have that divisional territory revert to the Charlotte Division and the Atlanta Division.

It will be recalled that the South Carolina territory of the Savannah Field Division was originally allotted to the Charlotte Division and the Georgia territory of the Savannah Division was originally allotted to the Atlanta Division.

It was pointed out to the Conference that the Savannah Division had 1,156 cases pending at the present time and that of the 1,156 cases, 906 are regular investigative cases and of the 906 investigative cases, 692 have originated at Savannah.

It was further pointed out that Charlotte has 1,246 cases pending while Atlanta has 1,098 cases pending. The Conference was further advised by Mr. Hendon that the Savannah Division is high in the statistical accomplishments.

The Conference therefore recommends that no further consideration be given to the closing of the Savannah Division at this time and that the entire matter be reconsidered at the end of 90 days.

RECORDED 166-2554-5095  
&  
INDEXED 31  
Respectfully submitted,  
FOR THE CONFERENCE

EX-19

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon  
Mr. Clegg

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 JUL 2 1946

June 20, 1946

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/17/90 BY SP-5CJ/pjs

The Executives' Conference considered the suggestion of Mr. Pennington that certificates similar to those awarded to local posts of the American Legion be awarded by the Bureau to the National Organization of the American Legion and to the National Americanism Commission. Mr. Pennington feels that these two units in the American Legion structure were of material assistance to the Bureau during the period of the war.

The Conference unanimously recommends the awarding of the certificate prepared by the Bureau for American Legion posts to both the National Organization and to the National Americanism Commission.

Those in attendance were Messrs. Nichols, Glavin, Hendon, C. Tamm, Harbo, Clegg, Rosen, Ladd, and E. A. Tamm.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg &  
Mr. Hendon

RECORDED

INDEXED

166-2554-5096

EAT:DS

31 JUN 27 1946

52 JUL 2 1946

THE DIRECTOR

June 25, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SP-5 CIP/HF

HOURS OF DUTY

The Executive Conference of June 21, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Harbo, Quinn Tamm and Glavin considered a suggestion submitted by Virginia Bishop of the Translation Section of the Security Division. Miss Bishop suggests the Bureau endeavor to have its hours changed from 9:00 am to 5:30 pm to from 8:00 am to 4:30 pm during the summer months. Miss Bishop states that Bureau employees would then have the advantage of several cool morning hours of daylight and that those who must do their daily shopping after work, would find such shopping easier in securing hard-to-find items of food and more efficient work could be done in the additional morning hour than in the present late afternoon hour.

The Conference was advised that the Bureau had endeavored to secure such hours for the Identification Division without success, since the Bureau of the Budget refused to approve the hours when the Capital Transit Company insisted that they could not furnish the necessary transportation.

For the Director's information, Mr. Quinn Tamm states that there is a possibility that the Capital Transit Company may be able to furnish transportation for the Identification Division employees from an 8:00 am to 4:30 pm schedule at an early date. Discussions are being had with Traction officials at the present time. If transportation can be furnished to the Identification Division, we may then be able to consider a change in hours for the remainder of the Bureau.

The Conference feels that until such time as such arrangements can be made, no definite affirmative action could be taken by the Bureau in changing the hours from 8:00 am to 4:30 pm.

The Conference further points out that such a change at the Seat of Government Proper could not be an effective change unless the other agencies with which we have contact have the same hours.

The Conference recommends that the attached communication go forward to Miss Bishop concerning her suggestion.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Attachment

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

WRG/dmb

THE DIRECTOR

June 19, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/1/90 BY SP-5 CIB/K

The Executive Conference of June 14, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin was advised by Mr. Glavin that we are having considerable difficulty in some of our divisional headquarters cities in securing commercial leases for the last fiscal year.

It was pointed out to the Conference that in the past the Attorney General has exercised his authority under Public Law Number 507 and Executive Order Number 9321, which permits his condemning property that is being utilized in military, naval or other war purposes. The Attorney General has exercised this authority in behalf of the Immigration Service and a Department representative had indicated to the Chief Clerk's Office of the Bureau that the Bureau should keep this procedure in mind in the event we run into a snag in connection with rental negotiations on any commercial space.

Mr. Glavin pointed out to the Conference that the condemnation procedures of the Government during the war period are the bases for much of the difficulty we are having at the present time, and that owners of commercial buildings have become particularly angered by the actions of OPA and PBA in condemning office space for Government use. It was suggested to the Conference by Mr. Glavin that the condemnation procedures be not followed by the Bureau unless as an absolute last resort in order to secure the necessary office space.

The Conference is in agreement that the Bureau should not at this time make any effort to have the Attorney General exercise his authority under the condemnation statutes at this time. It is felt that satisfactory space contracts can be made by the Bureau throughout the divisional service.

Respectfully submitted,  
FOR THE CONFERENCE

RECORDED

INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Hendon

Mr. Clegg

1 - 1946

gmb/dmb

THE DIRECTOR

6/21/46

THE EXECUTIVES CONFERENCE

~~COUNSELORS FOR 33RD SESSION, NATIONAL ACADEMY~~

The Executives Conference on June 19, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Hendon, Nichols, Ladd, Rosen, Q. Tamm and Clegg, considered the recommendations for class counselors for the next session of the FBI National Academy beginning July 15, 1946. One counselor with previous experience as such and one Agent who has had no previous experience as counselor are to be selected. The recommendations were made and approved by the conference unanimously as follows:

For the experienced counselor: First choice

TULLIS D. EASTERLING  
Charlotte Field Division  
Second choice  
CHARLES F. LANMAN  
New York Field Division

For the new counselor:

First choice

Second choice

MEFFERT W. KUERTZ  
New York Field Division  
CHARLES H. FISCHER, JR.  
New Haven Field Division

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/00 BY 9-50107

RECORDED  
&  
INDEXED

EX-33

166-2554-5099  
JUN 27 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Clegg  
Mr. Hendon

HHC:PJ

JUL 1 - 1946



THE DIRECTOR

6/25/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/17/90 BY SP-5CJ/pmr

*res*  
The Executive Conference, with Messrs. E. A. Tamm, Clegg, Hendon, Nichols, Harbo, Rosen, Ladd and Quinn Tamm being present, considered a suggestion submitted by Mr. Quinn Tamm for the establishment in the Identification Division of a Correspondence Section. *in Identity*

The recommendation is that a Correspondence Section be established in the Identification Division as a separate unit, the Supervisor of this section to be an Agent Supervisor who would have the complete responsibility of seeing that correspondence handled in the Identification Division was properly and quickly handled. The proposed plan involves the incoming mail being reviewed upon its entrance in the Identification Division by classification clerks. This would be a new position in the Identification Division and would require the training of employees to completely analyze the incoming mail and determine the necessary action so that the mail could be properly routed through the Identification Division. It further provides for sub-supervisors responsible directly to the correspondence supervisor to supervise the searching of the incoming mail in the Card Index Section, the Technical Section and the Assembly Section. The suggestion entails the use of a simple tickler system so that correspondence, as handled by the classification clerks, would be numbered in numerical order as it is received, and a constant tickler would be maintained by the classification clerks to assure expeditious handling of the incoming correspondence.

This proposed plan would require high-caliber employees in the two key positions, that is, in the classification position and the examining position. The examining clerks would determine, after the mail had been completely searched, the necessary method of acknowledgment, that is whether it is a form letter or a dictated reply. If a dictated reply was necessary it would be dictated by the supervisor or the examining clerks. The positions of examining and classification clerks would have to be created in the Identification Division. *62-2557-5100*

For the Director's information, this proposed plan would not increase the number of employees necessary to handle correspondence. It would merely localize the responsibility. The proposed unit would have 19 employees (3 classification clerks, 6 examining clerks and 10 junior file clerks who would be used for pulling jackets in the Assembly Section and routing work). There is a possibility that after the plan is placed in effect it will reduce the over-all number of employees necessary to handle correspondence in the Identification Division.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

*what is this said made known by Tracy & Quinn Tamm of responsibility?*

*I will approve but I want my reclassification salaries & jobs increased to it until after it works & has actually reduced overall personnel*

*105*  
*1946*  
*JUL 1 - 1946*



MEMORANDUM FOR THE DIRECTOR

June 25, 1946

The Conference was unanimously of the opinion this Correspondence Section should be established, with the exception of Mr. Clegg who feels that while the Correspondence Section should be established it should be supervised by a clerical supervisor rather than an Agent.

If you approve the majority opinion, appropriate instructions will be issued for the establishment of the Correspondence Section in the Identification Division.

Respectfully,  
For the Conference

✓  
Clyde Tolson

*E. A. Tamm*  
E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

June 25, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 C 1078

The Executive Conference of June 19, 1946, consisting of Messrs. E. A. Tamm, Nichols, Rosen, Hendon, Quinn Tamm, Hince, Ladd and Glavin considered having Assistant Agents in Charge attending regular In-Service School since no special school has been set up for Assistant Special Agents in Charge during the present year. The Conference recommends that any Assistant Special Agents in Charge who have not yet been trained as Qualified Firearms Instructors or as Inspectors' Aides secure such training while attending In-Service School. For the Director's information, there are six Assistant Special Agents in Charge who have not had either Inspectors' Aide or Firearms Training. There are two who have not had Administrative Firearms Training only.

Should the Director approve the Conference's suggestion, appropriate arrangements will be made to call in the Assistant Special Agents in Charge to In-Service School in the same manner as Special Agents are designated to attend such schools.

Respectfully submitted,  
FOR THE CONFERENCE

CC: Mr. Hendon  
Mr. Clegg

Clyde Tolson

E. A. Tamm  
RECORDED & INDEXED

66-2554-5101  
F B I  
39 JUN 27 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

1 - 1946  
WRG/dmb

THE DIRECTOR

June 25, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 C/MP

The Executive Conference of June 21, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Harbo, Rosen, Quinn Tamm and Glavin considered paying to the Western Union Telegraph Office, the Radio Corporation of America and the Press Wireless \$50.00 each month for information secured from those companies.

Mr. Glavin pointed out to the Conference that Mr. Newby of the Field Office advised that throughout the war period, these companies had furnished us information on confidential matters. However, the volume of information we are securing at the present time takes up at least the full time of one employee and it was felt that if payment of \$50.00 a month could be made to these companies toward the reimbursement for this employee, no question would be raised concerning the security of the information in question.

For the Director's information, the information secured is primarily of a diplomatic nature which could not be secured otherwise.

The Conference recommends approval of the request of the Field Office for the payment of \$50.00 monthly to these organizations.

Respectfully submitted,  
FOR THE CONFERENCE

CC: MR. Hendon  
MR. Clegg

Clyde Tolson

EX-19

E. A. Tamm

RECORDED  
INDEXED  
66-2554-5102  
JUN 27 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

WRG/dmb

5 JUL 3 1946

*re*  
THE DIRECTOR  
THE EXECUTIVE CONFERENCE

June 25, 1946

The Executive Conference of June 21, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Harbo, Quinn Tamm and Glavin considered the advisability of ~~closing~~ *on* the ~~Jackson, Mississippi Division~~ and incorporate that Division with the Memphis, Tennessee and New Orleans Division. The Conference was advised that there are 601 cases pending in the Jackson Division as of June 1st, the majority being regular investigative cases, 349 with origin at Jackson and 133 with origin elsewhere. The delinquency is 30.66%. We are paying an annual rental of \$11,032.50 at Jackson. It was further pointed out to the Conference that the major portion of the work of the Jackson Division is handled out of eleven resident agencies.

The Conference feels that the Jackson Office should remain open at this time and further consideration be given to discontinuing the Jackson Division on October 1, 1946.

Respectfully submitted,  
FOR THE CONFERENCE

*OK*  
Clyde Tolson *clw*

CC: Mr. Hendon  
Mr. Clegg

EX-19

RECORDED  
INDEXED  
66-2554-3103  
F B I  
JUN 27 1946

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

WRG/dmb *drnk*

52 JUL 2 1946 *103*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/60 BY SP-5C/bmf

*Real*  
THE DIRECTOR

June 20, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference, with Messrs. E. A. Tamm, Glavin, Ladd, Hince, Harbo, Rosen, Nichols and Quinn Tamm present, considered a request submitted by the Identification Division for the purchase of fifteen Electronic Dictators.

These are electric typewriters with an attachment for the use of spitton carbon paper, and would be used in the Identification Division in the operation of criminal records. The Identification Division advises that they have been experimenting with one of these machines since May 24, 1946, and find that it increases the production of the typist, reduces the fatigue of the operator, and further, that it lowers the number of complaints of the typist because of the fact that they do not have to handle the "spitton" carbon which has always been a source of complaint in the Identification Division.

The Identification Division requests fifteen of these typewriters at this time because it takes a slight amount of time to train the operator in the use of the machine. The machine costs approximately \$300. The Conference was unanimously of the opinion that these machines should be purchased after July 1, 1946. If you approve, the appropriate order will be issued to the Chief Clerk's Office.

Respectfully,  
For the Conference

*OK*  
Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/70 BY SP-5C/BMP

cc - Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EX - 19

RECORDED & INDEXED  
66-2554-3704  
F B I  
JUN 27 1946

3090/103  
57 JUL 1 - 1946

## The Executive Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/18/90

BY SP-52/07K

I agree with Messrs  
Stamm & Co. g.

Respectfully,  
For the Conference  
RECORDED

INDEXED  
Clyde Tolson

E. A. Tamm

66-2554-5108

Drunkel go along  
with the majority  
but I want all  
English & foreign  
effects returned in  
60 days. N

lson  
A. Tamm  
egg  
riley  
avin  
dd  
chols  
sen  
acy  
rson  
an  
urnea  
endon  
ann  
uim  
ease  
handy

Mr. Hendon

**DLL/EAT:LAB**



THE DIRECTOR

1946

Mr. D. H. Ladd

65088

SECURITY INDEX CARDS  
CANCELLATION

Your attention is directed to some twenty memoranda received from various Field Divisions requesting permission from the Bureau to cancel Security Index Cards. Upon receipt of these memoranda, of which the attached are only a small proportion of the number received each thirty days, the files are reviewed and in the event the Supervisor handling the particular office has no objection to placing the Security Index Card in the investigative file, (canceling the Security Index Card) the field is so advised by letter.

In order to conserve the time of the Supervisors as well as stenographers, it is recommended that the attached letter authorizing the cancellation of Security Index Cards be printed as a form letter. By authorizing this form letter, a typist may be used to incorporate the data, office to which the letter is directed, and the caption of the case.

Attachments

HWS:edm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/80 BY SP-5 GJ/DKF

APPROVED BY EXECUTIVE CONFERENCE WITH  
MESSRS. TOLSON, TAMM, GLAVIN, Q. TAMM,  
NICHOLS, HENDON, ROSEN AND LADD ATTENDING.  
6-10-46 DML

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED

EX-15

166-2554-5106  
F B I  
75 JUN 25 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN

MR. R. T. HARBO

JUNE 19, 1946

I. W. CONRAD

POLICE RADIOS IN BUREAU CARS  
OAK RIDGE, TENNESSEE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/BH

By letters dated April 25, 1946, and June 3, 1946, the latter of which is attached, the Knoxville Field Office has requested that two-way communication be made available between the Oak Ridge, Tennessee, Resident Agent and the Oak Ridge Police Department.

Knoxville has advised that the installation of an FM transmitter and FM receiver in the car of the Resident Agent would have been desirable in connection with three recent cases where it would have been advantageous to contact the Resident Agent immediately rather than wait until he made his regular contact with the office for messages. The Special Agent in Charge at Knoxville believes that it would be to the advantage of the Bureau to have this radio communication with the Oak Ridge Police Department and so recommended the installation.

The cooperation of the Oak Ridge Police Department is assured in handling the traffic as well as in the installation and maintenance of the FM equipment at no charge.

#### RECOMMENDATION

It is therefore recommended that one FM two-way mobile unit be purchased for the Knoxville Field Division for installation in the Resident Agency car at Oak Ridge, Tennessee. This equipment will cost approximately \$450.00.

In view of the current economy program, it is further recommended that the Chief Clerk's Office place an order for the equipment after July 1, 1946, on the basis of the specifications which are attached hereto. In the event approval for the purchase is given, an appropriate letter should be directed to Knoxville by the Chief Clerk's Office.

#### Attachment

ADDENDUM: On June 20, 1946, the Executive Conference composed of Messrs. Ladd, Q. Tamm, Rosen, Clegg, and Harbo, unanimously of the opinion that the Knoxville Office had furnished insufficient justification for the requested installation.

RECORDED

EX - 11

55 JUN 28 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JUL 11 1946

SAC, El Paso

June 19, 1946

Director, FBI

OBSOLETE FILES  
FOREIGN TRAVEL CONTROL

Reference is made to my memorandum of April 9, 1946, in which you were advised that the Bureau did not approve the destruction of these files at that time.

You now state that obsolete files which you requested permission to destroy have not been indexed and the markings which I referred to in my referenced letter merely indicate the names were checked against your files.

In view of this additional information, I can see no objection to the destruction of the seventeen volumes entitled "Passengers Arriving El Paso, Texas, via American Air Lines, Flight 91, from Mexico" at this time.

HWS:edm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 EIB

APPROVED BY EXECUTIVE CONFERENCE WITH  
MESSRS. CLEGG, HARBO, ROSEN, QUINN TAMM AND LADD  
ATTENDING 6-20-46 DML

COMM. STAMP  
COMMUNICATIONS SECTION  
JUL 11 1946  
ON ORIGINAL

RECORDED

87-XB

55 JUN 28 1946

ORIGINAL COPY FILED IN 66-3286-25-208

57 JUL 18 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. F. T. HAMBO

DATE: June 18, 1946

FROM : MR. D. J. PARSONS

SUBJECT:

*\*7 m Radio Emission*

Reference is made to the memorandum of Mr. Hendon to Mr. Tolson dated June 5, 1946, regarding a suggestion by Special Agent K. L. Gottschall that the Bureau consider the use of airplanes equipped with walkie talkies to communicate with Bureau automobiles and control ground movements of the automobiles.

I have discussed this with Mr. Conrad and though it is quite certain that this approach would be feasible in some instances, we have no information which would permit an opinion as to the distance over which this airplane control would be effective. As a matter of fact, it would unquestionably vary depending upon the terrain and conditions of the particular area as any radio communication would. It would be desirable to know in a general way what could be expected.

Although it is doubtful that the Military Services have used the walkie talkie unit from aircraft, I think it is desirable that the Liaison Unit inquire. If this inquiry is negative, it is believed desirable that Liaison explore the possibilities of obtaining the use of an airplane to make a brief test using a walkie talkie unit from the plane to Bureau cars on the ground.

RECOMMENDATION: That the Liaison Unit inquire of the possible use of walkie talkies from aircraft by the Military Services and if negative that they explore the possibilities of an airplane being made available for a brief test.

Addendum: On June 20, the Executive Conference recommended an inquiry at the military services to ascertain whether they have made any such tests; that no test be made for any special tests.

32-111-100-100  
Messrs. Ladd, Tamm, Rosen, Glavin, and Harbo.

DJP:ET

RECORDED

INDEXED

66-2554-5109

SEP 18 1946

INITIALS ON ORIGINAL

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5 C/LP

pe  
THE DIRECTOR

THE EXECUTIVE CONFERENCE

June 27, 1946

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/80 BY SP-5 C/H

The Executive Conference of June 26, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Clegg, McGuire, Hendon, Tracy, Harbo and Glavin considered the delinquency involved in the Identification Division at the present time.

It was pointed out to the Conference that the situation concerning the handling of applicant fingerprint cards is becoming very critical. A daily average of approximately 3,700 such fingerprint cards are submitted through law enforcement agencies of persons fingerprinted under City Ordinances, such as vendors, solicitors, etc., taxicab drivers, applicants for pistol permits, guards, police officers, applicants for employment with municipal agencies, firemen and many others.

It was further pointed out that Mr. Hendon during the past week has noticed numerous communications requesting expeditious reply on fingerprint cards submitted on taxicab drivers from one city which was urgent due to the fact that several cab drivers had been involved in that area in sex cases; another instance involved a veteran who was attempting to get a business license; another pertained to individuals who wanted to obtain gun permits; and there were many others.

The Bureau is the recipient of inquiries from local law enforcement agencies concerning such delays. It is entirely possible that criticism will be leveled at the Bureau as a result of such delays.

The Conference was advised that applicant fingerprint cards are not being handled in the Identification Division as received under our priority setup which makes it necessary to first handle criminal prints. As of June 21, we had a total of 93,372 such applicant prints, not counting several thousand additional ones which were counted in the so-called current delinquency. Those applicant prints in the current delinquency are specials such as Manhattan Project employees. These figures do not include the prints received from the various armed services which amount to an additional 150,000. Many of these prints were received as long as 90 days ago and, of course, the delinquency is constantly being built up.

The Conference was further advised that the Bureau undoubtedly will be subjected to criticism in the very near future by local law enforcement agencies for failure to handle

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED

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JUL 2 1946

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52 JUL 10 1946



these fingerprint records. The Conference realizes that this condition has been brought about by inadequate personnel, but if such criticism is leveled at the Bureau the public will not be interested in the Bureau of Budget angle insofar as personnel is concerned.

It was felt that every effort should be made to increase the staff of the Identification Section. Mr. Glavin advised the Conference that, as of June 1946, there were 7,000 employees on the active rolls of the Bureau. In addition, we have 446 on S.I.S. assignments, and 468 on voluntary leave without pay status, or a total of 7,914 employees. Mr. Glavin further advised that ceilings have not yet been set for the first quarters of the fiscal year 1947 which ends September 30, 1946. This ceiling will undoubtedly be set at 7,500 employees which will include the employees on S.I.S.

The ceiling figure of 7,500 employees means that we must reach the ceiling of 7,500 employees no later than September 30, 1946. It does not mean that we must start the quarter out with 7,500 employees. It means that we cannot exceed 7,500 employees at the close of the first quarter.

For the Director's further information, during the month of May we had 241 resignations at the Seat of Government; for April we had 235; and for March we had 206.

During the month of June, from the 1st to the 21st, inclusive, we have had only 70 resignations, while returns from military leave and from sick leave numbered 59.

The month of June is a very bad month to make any comparisons on the turnover of personnel since it is to the distinct advantage of all employees to continue on active duty until after July 1 at which time they receive the 14% increase in salary.

Mr. Glavin further advised the Conference that he felt there would probably be a reduction in personnel due to resignations during the months of July, August and September, and in view of this fact it was felt that an additional 200 typists could be secured immediately for the Identification Division so that the very unsatisfactory delinquency presently existing in this Section could be cleared up. The Bureau could then carefully control employment so that the ceiling would not be exceeded at the end of the first quarter. It is felt this could be done immediately. It is felt that net resignations will average 200 monthly.



The Conference therefor recommends that 200 typists  
be recruited for service immediately.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon  
Mr. Clegg

WRG:jm

THE DIRECTOR

6/28/46

THE JOINT COMMITTEE

SUGGESTION #241

EMPLOYEE: HOWARD P. SELLERS  
SPECIAL EMPLOYEE - WFO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-SCI/bmf

MEMBERS PRESENT: R. C. Hendon E. E. Conroy  
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That special employees' credentials be redesigned into a double-page card with the letters "F.B.I." superimposed in a contrasting color with wording similar to the present Special Agents' credentials.

ADVANTAGES:

1. It is stated that employees in other Government Agencies contacted by the special employees of the Bureau would better recognize the authority if the credential was redesigned as suggested.

2. It is not clear from the present credential as to just what a special employee's authority is.

3. With use of present credentials it is sometimes necessary for the special employee to verbally advise as to the nature of his employment.

DISADVANTAGES:

1. The present credential fully serves the purpose.

2. There is no need for the special employee's credential to be similar to the Special Agent's credential although this might be liked by special employees.

3. The expense and work required to redesign the credentials would be considerable.

RECOMMENDATION: Unanimously opposed.

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED

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INDEXED

32 JUL 2 1946

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Unanimously opposed by the Executives Conference on July 1, 1946, with Messrs. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Clegg, Tracy and Glavin in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 JUL 10 1946

Mr. Clegg

THE DIRECTOR

6/24/46

THE JOINT COMMITTEE

SUGGESTION #221-3

EMPLOYER: SAC TRAYLOR  
SPRINGFIELD FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CIB/HF

MEMBERS PRESENT

H. H. Clegg

E. E. Conroy

R. C. Hendon

E. Scheidt

EMPLOYEE SUGGESTS:

That at the time a file containing less than 40 pages is closed the Acco fastener be removed and the serials with the file folder and back stapled together.

ADVANTAGES:

1. Many of the small files take up less space than the Acco fasteners themselves, and this practice would save a great deal of space.
2. When such a case were reopened, the staples could be pulled and Acco fastener reinserted for convenience while the matter was pending.
3. The removal of serials from the file does not appreciably diminish the size of the small file due to the fact that the Acco is difficult to press down compactly as it was originally.

DISADVANTAGES:

1. It would add another administrative step in the handling of the Bureau's filing system.
2. There would be all sorts of arguments and disputes about the number of pages in a file, and some employees would spend time counting pages.
3. The proposed system would render very difficult the charging out of any serials from the files so stapled since the file would have to be torn completely apart.

RECOMMENDATION: Unanimously opposed.

RCH:RS:ER

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on June 26, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, McGuire, Clegg, Ladd and Rosen in attendance.

RECORDED  
&  
INDEXED

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Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Mr. Gandy

Mr. Clegg

THE DIRECTOR

6/28/46

THE JOINT COMMITTEE

SUGGESTION #238

EMPLOYEE: NORMAN E. COWLES  
SPECIAL AGENT, DETROIT FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5ci/bif

EMPLOYEE SUGGESTS: That ~~disposition~~ sheets upon which field offices request the disposition on arrests from local law enforcement agencies be forwarded direct by the agencies concerned to the Bureau rather than to the field office as at present.

ADVANTAGES:

1. The disposition would be added to the criminal records in the Identification Division without clearance through the field office, eliminating one step.
2. Dispositions on past arrests would be more expeditiously furnished to the Identification Division for subsequent disposal.

DISADVANTAGES:

1. Under the present practice the disposition on each arrest is immediately made available to the field office which at the time has the primary interest therein.
2. Under the proposal it would be necessary for the Bureau to furnish the disposition after its receipt from the local officer back to the field office which would be an additional burden upon the Identification Division.
3. There would be correspondence between the field office and the Identification Division in the event of a delay in receiving the disposition.
4. Under the present system the field office can follow up the local agencies to insure the receipt of the disposition while under the proposal there would be no follow up since the Bureau would not have knowledge as to what disposition had been requested and the field office would have no knowledge as to what disposition had been submitted to the Bureau in accordance with its request.
5. In some instances dispositions are secured by field offices during the course of investigations without any correspondence being necessary.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECOMMENDATION: Unanimously opposed.

RCH: PJ 21 JUL 1946

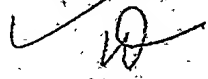
RECORDED & INDEXED 351

EX - 59

**EXECUTIVES CONFERENCE CONSIDERATION:**

Unanimously opposed by the Executives Conference on July 1, 1946,  
with Messrs. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Clegg, Tracy  
and Glavin in attendance.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

THE DIRECTOR

June 26, 1946

THE EXECUTIVE CONFERENCE

LABORATORY REPORTS TO POLICE AGENCIES—  
CARBON COPIES TO FIELD OFFICES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 ci/mtf

Based on the suggestion of the Miami Field Office, the Bureau recently adopted the policy and notified the field that in the future copies of Laboratory reports in police cases will not be forwarded to the field office covering the police agency. This policy was adopted with a view to reducing clerical work both at the Seat of Government and in the field offices.

The Bureau has received a letter dated June 18 from the New Haven Office wherein SAC Gleason states he would like very much to continue to receive the copies of such reports because he has found them helpful in the following respects:

1 - They enable him to follow closely the departments that are using the Laboratory and permit him to stimulate interest in other sections where the Laboratory's facilities are not used.

2 - If the report reflects that evidence was not handled correctly by the police department to insure the maximum benefit from a Laboratory examination, Gleason, in the past, has had an Agent contact the department with a view to assisting them in improving their handling of evidence.

3 - He has used the reports which reflect identifications as a basis for contacting the police department to ascertain the final disposition of the case. This information coupled with the Laboratory report furnishes him a source of local color in speech material and also in newspaper articles.

A similar letter was received last month from the Boston office.

At the Executive Conference meeting on June 26 Messrs. E. A. Tamm, Clegg, and Tracy were opposed to any reconsideration of the problem at this time. Messrs. Tolson, Hendon, McGuire, Ladd, Rosen, Glavin, and Harbo favor sending a communication to 8 field offices for the purpose of obtaining their views in this matter.

If the Director approves the majority recommendation, the attached letter to the Atlanta, Butte, Cincinnati, Denver, Kansas City, Los Angeles, Philadelphia and San Francisco offices has been prepared for approval.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc-Mr. Clegg  
cc-Mr. Hendon

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

EX - 60

JUL 11 1946



THE DIRECTOR

6/24/46

THE JOINT COMMITTEE

SUGGESTION #202B

EMPLOYEE: MRS. HELEN ~~W.~~ MONETTE  
REMARK FIELD OFFICE

MEMBERS PRESENT:

R. T. Harbo  
R. G. Hendon

E. E. Conroy  
E. Schmidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/80 BY SP-5 CIB

EMPLOYEE SUGGESTS: That ~~chargeout~~ slips be required even though files are withdrawn for the use of SAC's or other supervisor employees on tickler or for examining incoming mail.

ADVANTAGES:

1. The specific name of the employee to whom all files are charged for any purpose would be reflected from the chargeout slips present in the office.
2. This would enable the employee to more readily secure files when needed.

DISADVANTAGES:

1. This would involve a greater amount of clerical work in view of the large volume of files pulled.
2. There is no necessity for using chargeouts in such instances inasmuch as the absence of chargeout slips is indicative of the fact that the file has been routed to the supervisor and the classification of the case indicated which supervisor.

RECOMMENDATION: Unanimously opposed.

RECH/2 *[Signature]*

RECORDED  
&  
INDEXED  
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66-2554-55/15

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

*[Signature]*  
E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon

JUL 8 1946

THE DIRECTOR

6/24/46

THE JOINT COMMITTEE

SUGGESTION #2021

EMPLOYEE: MRS. HELEN H. KONETTI  
ILLIAC FIELD OFFICE

MEMBERS PRESENT:

R. T. Harbo  
H. G. Hendon

E. L. Conroy  
E. Scheidt

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/80 BY SP-5CJ/PM

EMPLOYEE SUGGESTS: That the numbering and records system required on the transmittal of teletypes on the direct line circuit be discontinued.

ADVANTAGES:

1. The acknowledgment of the receipt of the teletype should be sufficient and it would not appear necessary for the message to bear an identification number.
2. Clerical time required in the maintenance of this system would be eliminated.

DISADVANTAGES:

1. The direct line teletype circuit is utilized between offices connected thereon for the transmittal through the Bureau of messages to other offices. For example, if Newark desires to send a message to Los Angeles, it is transmitted to the Bureau on the direct line teletype circuit. The Bureau releases the message on teletype to Chicago. When Chicago gets the message it is switched on the teletype to Los Angeles. Los Angeles is then required to acknowledge the message referring to its identification number which is released back through Chicago to the Bureau and in turn over the direct line teletype to the Newark Office. Until Newark received this final acknowledgment it cannot be insured of the receipt of the message by Los Angeles. In the teletype circuit garbles sometimes occur. The only way to identify the message to have clarification is by the number assigned to it when transmitted from Newark.

RECOMMENDATION: Unanimously opposed.

RECORDED 6-2554-5116

INDEXED

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JUL 13 1946

THE DIRECTOR

6/24/46

THE JOINT COMMITTEE

SUGGESTION #146

EMPLOYEE: SA CHARLES J. HARKINS  
BUFFALO FIELD DIVISION

MEMBERS PRESENT: That the baseball type tear gas grenade developed by the Army be furnished to the Bureau.

ADVANTAGES:

1. The grenade can be thrown a greater distance than can the can type presently available.
2. The baseball type can be thrown with greater accuracy.

DISADVANTAGES:

1. The baseball type grenade does not carry the volume of tear gas which the can type carries and is insufficient for coverage in large rooms.
2. The present type of grenade possessed by the Bureau serves its purpose.
3. An adequate supply of the can type grenade is presently on hand to cover a long period.
4. The Bureau's firearms experts have given careful attention to the matter of the type of grenade and concluded at the present time that the type now being used is more suitable for the Bureau's purpose.

RECOMMENDATION: Unanimously opposed.

ROH/wlq

EXECUTIVES' CONFERENCE'S ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance. It was further pointed out that the baseball type tear gas grenade is inflammable and therefore at present not satisfactory for Bureau use.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clegg  
Hendon

9 - 1946

THE DIRECTOR

June 21, 1946

THE JOINT COMMITTEE

*he*  
SUGGESTION #197

EMPLOYEE: VICTOR W. HARTZELL  
ATLANTA DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 C/BHP

INTERESTED PARTIES:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

*K farms*  
EMPLOYEE SUGGESTS: That a new ~~case form~~ covering National Motor Vehicle Theft Act violations be added and that the form be submitted by the Agent receiving a complaint with sufficient copies so that two copies may be immediately dispatched to auxiliary offices in order to permit such offices to institute investigation.

ADVANTAGES:

1. This would eliminate routine letters and teletypes for the purpose of instituting investigative activities in an auxiliary office where the car was recovered or where it was stolen.
2. At the present there is sometimes a delay in transmitting this information to an auxiliary office since a report is not submitted until after the office of origin has completed the investigative activity then pending in the territory.

DISADVANTAGES:

1. There is no more reason to institute such a system in connection with the National Motor Vehicle Theft Act than there is to use it in any other type of violation handled by the Bureau.
2. Where the facts of the case warrant under the present program, prompt notification is made to auxiliary offices.

RECOMMENDATION: Unanimously opposed.

RECORDED

*ROH/ML*

EX - 59

INDEXED

*166-2554-5118*

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs.

Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

*[Signature]*  
E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

*[Signature]*  
cc: Mr. Clegg  
Mr. Hendon

*[Signature]*  
JUL 8 1946

THE DIRECTOR

6/24/46

THE JOINT COMMITTEE

SUGGESTION #198

EMPLOYEE: SA HENRY A. ONSCARD, JR.  
HOUSTON FIELD OFFICE

MEMBER PERSONNEL:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scholts

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 C. J. B. M. F.

EMPLOYEE SUGGESTION: That during those quarters when an Agent has received technical training at In-Service School, he not be required to take the training in the field.

ADVANTAGES:

1. It would conserve Agent's time.
2. Having received the training during the course of the quarter at Washington, it would not appear necessary to receive additional training in the field during the same period.

DISADVANTAGES:

1. Dependent upon attending In-Service School and the placement of the dates when the training was held in the field, as much as six months might elapse between the time when the Agent might receive technical training.
2. An Agent returning from In-Service can be of assistance to the small group of Agents receiving the technical training to which he is attached since he will have more up-to-date knowledge and possibly some new techniques.
3. Additional training will be of value to him and the opportunity to further progress will add to his knowledge.
4. The saving of time contemplated by the suggestion is not great and is at the sacrifice of good training.

RECOMMENDATION: Unanimously opposed.

RCN/sd

EX-15

RECORDED  
& INDEXED

66-2554-5199

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon

THE DIRECTOR

6/28/46

THE JOINT COMMITTEE

SUGGESTION #239  
EMPLOYEE: GRANT STETTER  
INVESTIGATIVE DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-SCA/BMP

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the attached form be adopted upon which field offices would advise the Bureau as to interim status of investigations.

ADVANTAGES: 1. Without the submission of interim or status reports some information would be available in the files at the Seat of Government as to the present status of the case.

2. No abstracts or copies would be required with the result that the information would be available with the least amount of file work at the Seat of Government.

3. It would eliminate correspondence from the Bureau to the field office inquiring concerning the status of cases.

DISADVANTAGES: 1. The purpose of eliminating interim or status reports was to relieve the Records Section at the Seat of Government of unnecessary work and the suggestion would require another filing process.

2. It is the exceptional case in which such information would be of interest or value to supervisory employees at the Seat of Government and the extra work is not warranted by the results.

3. The proposal calls for still another form letter.

RECOMMENDATION: Unanimously opposed.

RCH: PJ

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 1, 1946, with Messrs. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Clegg, Tracy and Glavin in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CC Mr. Clegg  
JUL 9 1946



June 26, 1946

Case No.

Employee: Grant Crotter  
General Investigative Division

MEMORANDUM FOR THE DIRECTOR

Conference Present: Messrs. Tolson, E. A. Tamm, Glavin, Tracy,  
Harbo, Hendon, McGuire, Clegg, Ladd and Rosen.

Employee suggests: The FBI contact officials and other Federal investigative agencies in an effort to secure their cooperation in a drive to force the uncooperative Federal agencies, such as, Social Security Board, U. S. Employment Service and the Census Bureau, to open their files to Federal investigators in connection with official investigations.

Recommendation: Unfavorable. It would be highly undesirable to seek the assistance of other Federal agencies in demanding access to the records of such Federal agencies as the Social Security Board, the U. S. Employment Service, Census Bureau and any other agency which refuses to permit access to its records. The problem is one with which the Bureau is confronted and steps are under way to obtain assistance from these agencies on the basis of the RITA position, and it was not felt that other agencies should be asked to join with us in such a program as was suggested.

Employee advised by letter.

Respectfully,  
For the Conference

Glyde Tolson RECORDED  
& 345  
INDEXED

EX - 59

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/14/90 BY SP-5 CIB/HF

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Hendon  
Mr. Clegg

38 JUL 11 1946

THE DIRECTOR

6/25/46

THE JOINT COMMITTEE

SUGGESTION #1740

EMPLOYEE: SA WAYNE Y. POND  
FORELAND FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/BH

MEMBERS PRESENT:

R. T. Harbo  
H. C. Hendon

E. E. Conroy  
E. Scheidt

\* Efficiency Report

EMPLOYED SUGGESTS: That stenographers not rate Agents on their dictating ability.

ADVANTAGES:

1. Such a rating is contrary to the usual personnel practice since in effect a subordinate employee is making the rating.
2. In some instances the rating may be colored by the likes or dislikes of the stenographer and not be solely based upon the ability of the Agent.
3. It may be felt by some Agents that they have been rated down by stenographers who themselves are not capable of taking rapid dictation. Thus the low rating of the Agent may be due to his inability to dictate but due to the inadequacy of the stenographer.
4. The employee points out that such ratings are not good for office morale.

DISADVANTAGES:

1. An Agent's dictating ability is definitely a factor to be considered in his efficiency.
2. The best source from which to obtain the ability of an Agent to dictate is from the stenographers taking his dictation.
3. It is believed the ratings obtained from stenographers are, for the most part, accurate particularly those showing high efficiency and those showing low efficiency in dictating ability. Thus, from the ratings it can be determined those Agents who are particularly capable and those who need corrective attention and instruction.
4. Agents who receive low ratings have their attention focused upon their weakness and are prodded into making improvement.
5. While it is possible for personal prejudice to color a rating from time to time this is likely a human frailty which is no more existent in this particular rating than might be expected in any other type of rating submitted by any employee and any individual prejudices manifested by one employee may be overcome by the opinion of the stenographers as a whole and the results are based upon the composite.

RECORDED  
&  
INDEXED  
68

66-2554-5122

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

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6. Experience has shown that the ratings are of value and that objections thereto ordinarily come from those rated in the very lowest bracket.
7. A good dictator should dictate at the maximum speed at which the stenographer to whom he is dictating can take shorthand and the fact that he dictates more rapidly than the stenographer can take it should be rated against him.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on June 27, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Tamm, Hendon, Nichols, Clegg and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ke  
THE DIRECTOR

June 6, 1946

THE EXECUTIVES' CONFERENCE

GRADUATION, NATIONAL ACADEMY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/18/90 BY SP-5CJ/OMF

The Executives' Conference, Messrs. Tolson, E. A. Tamm, C. Tamm, Hendon, Nichols, Harbo, Ladd, Rosen and Hines being present, on June 5, 1946, makes the following recommendations with respect to the graduation exercises for the Thirty-Second Session of the FBI National Academy which will be held in the Departmental Auditorium beginning at 10:30 AM on June 23, 1946:

ESCORTS

For Senator Bridges --- Mr. Ladd

For Cardinal Spellman --- Mr. Robert Cartwright (who is personally acquainted with Cardinal Spellman)

For Father Lloyd --- Special Agent Jack Lentz of Baltimore Office (who will drive Father Lloyd from Manresa-On-Severn and return)

DISTINGUISHED GUESTS

No names have been suggested as to distinguished guests who might be seated on the platform and none are recommended.

DEPARTMENTAL OFFICIALS

It is recommended that the following departmental officials and judges who were invited to the last graduation exercises be again invited informally by telephone:

RECORDED & INDEXED

1. Mr. Gus Vanech
2. Mr. Daniel Lyons
3. Mr. Lamar Caudle
4. Judge Gates
5. Judge Alexander Holtzoff EX-50

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146-2554-5123  
F B I  
61 JUL 3 1946

NEARBY GRADUATES

INITIALS ON ORIGINAL - 3

It was recommended that the SAC's of the Richmond, Baltimore and Washington Offices be instructed to informally invite Academy graduates in Virginia, Maryland, and the District of Columbia to attend the exercises, both to afford these accessible graduates the opportunity of attending and to increase the proportion of the audience from outside the Bureau.

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

cc: Mr. Clegg  
Mr. Hendon  
LH/WL we

ORIGINAL COPY FILED IN 1-4-1

#### AUDIENCE

It was recommended that the usual arrangements be effected to permit the attendance of a proportionate number of clerical employees from each of the Divisions at the Seat of Government with preference to be given to veterans returning to the Bureau and others who have not had an occasion previously or recently to attend such exercises.

It was recommended that the two New Agents' Classes, having a total of forty-fivemembers, be instructed to attend as ushers.

The Conference was informed that the number of guests of the graduates and other outside visitors has constantly increased to the point where at the last graduation there were between 350 and 400 guests from outside the Bureau. It was recommended that steps be taken by Mr. Nichols to arrange a press release early on graduation week so that the presence of Cardinal Spellman might attract additional guests.

It was recommended that a memorandum be issued to all employees informing them of the identity of the speakers and inviting them to have members of their families and relatives attend the exercises.

#### RECORDING OF EXERCISES

It was recommended that steno-typists be available at the exercises to record those portions of the program which are not available in writing in advance.

#### PRESS

It was recommended that Mr. Nichols' Division handle the press in accordance with the usual practice.

#### FLOWER ARRANGEMENTS

It was recommended that Mr. Glavin make usual arrangements for ferns.

#### PRESENTATION OF DIPLOMAS

The question as to the presentation of diplomas was considered and Mr. Tolson is to take action on this question with respect to the matter of who should present the diplomas.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

THE DIRECTOR

July 2, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/18/90 BY SP-5ci/HP

le  
The Executive Conference of July 1, 1946, consisting of Messrs. E. A. Tamm, Harbo, Clegg, Ladd, Rosen, Tracy, Hendon, Nichols, and Glavin considered the suggestion of Morton's Department Store located on 7th Street, Northwest, to put on a fashion show in furs for Bureau employees.

The Conference was advised that Mr. O'Connor, Personnel Officer in the Identification Division, was opposed to putting on such a fashion show as was Mr. Tracy, since in so doing, it would appear that the Bureau approved the purchase of furs from Morton's and further, we would be put in a position of guaranteeing such furs.

For the Director's information, Morton's is one of the Credit Houses on 7th Street. The Conference was in the entire agreement that no action be taken on this invitation by Morton's and that the fashion show in furs be not approved.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

WRG/dmb

CC: Mr. Hendon  
Mr. Clegg

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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JUL 3 - 1946

RECORDED

&  
INDEXED 341

EX - 59



THE DIRECTOR

7/1/46

THE JOINT COMMITTEE

SUGGESTION #248

EMPLOYEE: JOHN S. TOLLIVER

CHIEF RADIO OPERATOR - HONOLULU FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-SCI/PHK

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the use of the letters "SSS", "SS" and "S" be eliminated on radio messages over the Insular network and instead the words "Urgent", "Routine" and "Deferred" be utilized.

Under the present practice all messages being sent over the radio network are marked as to their priority in the following order: Urgent, Routine and Deffered. This is necessary particularly on messages being sent from and received at the Seat of Government where due to the volume the priorities are helpful in scheduling the traffic. The designations are likewise helpful in setting up a priority as to decoding. The use of the SSs is merely a code representing the priority. For example SSS is sent over the radio circuit rather than the word "Urgent" and when decoded "Urgent" should be typed on the incoming message. It would appear from the suggestion that the employee does not recognize that the terms he seeks to eliminate are merely code terms for the words he desires to use.

RECOMMENDATION: It is recommended that the attached letter of clarification be sent to the Honolulu Office.

RGH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 2, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Rosen, Glavin, Harbo and Ladd in attendance, unanimously agreed with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

INDEXED

EX-15

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

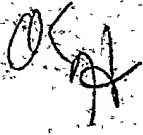
Mr. Clegg

JUL 2 - 1946

**EXECUTIVES CONFERENCE CONSIDERATION:**

Unanimously opposed by the Executives Conference on July 2, 1946,  
with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Rosen, Glavin,  
Harbo and Ladd in attendance.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

THE DIRECTOR

7/1/46

THE JOINT COMMITTEE

SUGGESTION #246

EMPLOYEE: MRS. VIVIAN S. KENNON  
CHIEF CLERK, MEMPHIS FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

*\* Jan*

EMPLOYEE SUGGESTS:

That the field office routing slip Form FD-4 be changed to include the following notations:

ROUTE ASSIGNMENT CARD  
TO \_\_\_\_\_, CASE  
REASSIGNED TO HIM.

GET ASSIGNMENT CARD FROM  
\_\_\_\_\_, CASE  
REASSIGNED TO YOU

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/18/90 BY SP-5C/bm

ADVANTAGES:

1. It is cited that this would facilitate the reassignment of cases in the Chief Clerk's Office.

DISADVANTAGES:

1. This would short-circuit the Chief Clerk's Office and make contacts between Agents necessary when a case was reassigned which is an undesirable practice and one which would be unworkable in larger offices.
2. The present routing slip can be utilized where necessary to handle the same matter in a more practical manner.
3. The Chief Clerk's Office would have no assurance that the Agent from whom the case was reassigned complied with the instruction and consequently would have no assurance that the Agent receiving the case was notified of his assignment.
4. There would be such an infrequent use of such notations that it would not justify its inclusion in routing slips.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECOMMENDATION: Unanimously opposed.

RECORDED

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66-2554-5124

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EX-59

9 1946

COPY: TC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR  
FROM : THE EXECUTIVE CONFERENCE  
SUBJECT:

DATE: June 17, 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5CJ/ATP

*\*Hours of Duty*

The Executive Conference of June 14, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin was advised as a result of a suggestion made that the Bureau go back to the six day, 48-hour week, that if ever such a policy was adopted, the additional salary costs for the present Bureau on a 48-hour week would be \$5,109,385. It was pointed out to the Conference that the present appropriation could not absorb this additional cost and it would be necessary that additional appropriations be secured.

The Conference is opposed to any further consideration of the six day, 48-hour week at the present time.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

Director's notation: "OK H."

E. A. Tamm

cc: Mr. Hendon  
Mr. Clegg

RECORDED  
INDEXED

66-2554-3127

F B I

JUL 8 1946

EX-69

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-2554-3127

57 JUL 16 1946

THE DIRECTOR

7/1/46

THE JOINT COMMITTEE

SUGGESTION #245

EMPLOYEE: JANET SALZMAN  
STENOGRAPHER, MEMPHIS FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/AR

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That ~~numerals in teletypes and telegrams~~ be uniformly written out. For example, for the figure 38 the words THIRTYEIGHT and not THREE EIGHT should be used.

ADVANTAGE:

1. It would avoid any confusion and achieve uniformity.

DISADVANTAGE:

1. The suggestion is in accordance with the ordinary practice at the present time.
2. It isn't felt that there is any need for special instructions to the field on this suggestion.

RECOMMENDATION: Unanimously opposed.

RCM:PJP

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 2, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Rosen, Glavin, Harbo and Ladd in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg

52 JUL 9 1946

EX - 41

July 1, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #244

EMPLOYEE: JANET SALZMAN  
STENOGRAPHER, MEMPHIS FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5 G/BMP

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conory  
E. Scheidt

EMPLOYEE SUGGESTS:

That the current office of origin be designated on the front of each file folder.

ADVANTAGES:

1. It would be readily apparent to stenographers in preparing communications to the office of origin as to what office that was without searching the file.

DISADVANTAGE:

1. It would be merely another administrative requirement which would not be justified.
2. The office of origin in the average case is readily ascertainable from the serials in the file itself.
3. There would always be a doubt as to whether the notation on the file folder was correct which would mean that the next step would be taken in each instance anyway of checking the file itself.
4. This suggestion is the opposite of streamlining.

RECOMMENDATION: Unanimously opposed.

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 2, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Rosen, Glavin, Harbo and Ladd in attendance.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED  
INDEXED  
Respectfully,  
For the Conference

EX-15

Clyde Tolson

E. A. Tamm

103  
124  
JUL 10 1946  
JUL 10 1946



SAC, HONOLULU

June 13, 1946

DIRECTOR, FBI

*Executive Conference*

Reference is made to your letter dated April 22, 1946, transmitting a suggestion by Principal Stenographer Anne P. Lefholz that the Bureau rules be modified so as to eliminate a provision for daily reports by principal stenographers. The Bureau feels that all stenographic employees should prepare daily reports for the information of the Special Agent in Charge in supervising stenographic work and in order to give a complete picture of the pending work in the office.

It is believed that this purpose can be served by having the principal stenographer list in summary fashion the dictation received from the SAC showing the volume untranscribed at the end of the day and the amount of time devoted to other duties. Of course, it is not necessary to list dictation received and transcribed the same day except to include this in the figure of the total pages transcribed during the day.

RTH:ER

Communications Section

June 13, 1946

RECORDED  
&  
INDEXED

166-2554-5130  
F B I

206/12/46 61 JUL 3 1946

Apprvd by Exec Com. Messrs. Tolson,  
E.A. Tamm, O. Tamm, Hendon, Hince,  
Ladd, Lee, Rosen, Harbo.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 a/b/f

INITIALS ON ORIGINAL

52 JUL 15 1946

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COPY:FO

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: June 13, 1946

FROM : H. H. CLEGG

SUBJECT: CHARLES F. MIDDLETON  
FBI NATIONAL ACADEMY GRADUATE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CIB/HR

By letter of May 3, 1946, the above graduate of the Academy wrote to the Bureau stating that he had just found out why his name had been removed from the directory of graduates and requested the Bureau to restore him to the status of a graduate in good standing. He submitted letters from seven city officials at Vicksburg, Mississippi, where he was formerly employed in the police department, and all of these letters vouched for Middleton's honesty and his ability as a police officer.

The letters also stated that the officials did not believe that Middleton was responsible for the \$300 shortage in funds, which had been found when an audit was made of the fine books of the Vicksburg, Mississippi, Police Department. However, Middleton did resign from the department at the time the shortage was found, and for this reason the Bureau assumed that he was guilty of having taken the money and had his name removed from the directory.

By letter of May 21, 1946, to the Jackson Office, it was requested that discreet inquiry be made of the police officials who submitted the letters on Middleton's behalf to ascertain from them just what their real opinions in this matter were. Each of the officials was contacted by a Special Agent of the Jackson Office, P. S. Bailey, Jr. and all stated that they had no actual knowledge that Middleton had or had not taken the money. They all felt that he was a fine police officer and that the reason for the shortage was the slipshod manner in which the fine books were kept. The present chief of police believes that the shortage was a result of poor bookkeeping. The former mayor said that it was Middleton's responsibility to look after the books of the office and that he feels that Middleton may have taken a part of the funds that were found short. The former mayor stated, however, that he had a great deal of respect for Middleton and had offered him a job when he resigned from the police department.

F. D. Sheffield, an alderman who is also a graduate of the Academy and a former Special Agent of the Bureau, said there was a great deal of jealousy going on in the police department among the officers at the time of the shortage of the \$300. Sheffield stated that about five or six officers pretended to keep the books, and as a result of this very inefficient manner in which the books were kept it was never determined who was responsible for the shortage. Sheffield stated that he did not know whether Middleton took any of the money or all of it; that he had no information that he did take it and that no proceedings were taken against Middleton or anyone else concerning the shortage. Sheffield stated that he would like to see Middleton reinstated as a graduate in good standing. As stated above, all others contacted recommended Middleton favorably.

Recommendation: It is recommended that Middleton be restored to the directory of graduates. He is now employed by the East Baton Rouge Parish Sheriff's Office at Baton Rouge, Louisiana. If approved, there is attached hereto a letter to Middleton.

Attachment: Approved by the Executives' Conference on June 13, 1946, those present

52 JUL 23 1946

ORIGINAL FILED IN

being Messrs. E. A. Tamm, Nichols, Glavin, Harbo, Q. Tamm, Ladd,  
Rosen and Hince.

JSR:djb

LAH/wl

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: MR. TOISON

DATE: June 17, 1946

FROM: H. H. CLEGG

SUBJECT: CHIEF OF POLICE ARNOLD GRANT PORTERFIELD  
BLUEFIELD, WEST VIRGINIA, POLICE DEPARTMENT  
APPLICANT FBI NA 33rd SESSION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/18/90 BY SP-5 CJP/H

(Sources of Information: School records, former employers, references, neighbors, and credit and criminal records.

Applicant was born September 10, 1915, at Bluefield, West Virginia. He graduated from high school in 1933, and attended Concord College at Athens, West Virginia for two years. He was a fireman with the Bluefield Police Department from 1936 to 1940. He served in the William and Mary College for one year. He was employed by the Hercules Powder Company at Radford, Virginia; 1940-1942, and served in the United States Marine Corps from September, 1942, until November, 1945. He has been Chief of Police at Bluefield, West Virginia, since the first of this year.

In his application applicant stated that he was arrested in Amarillo, Texas in 1931 for vagrancy. The Dallas Office could find no record of this arrest although the Identification Division shows the arrest not supported by fingerprints which reflects that applicant was sentenced to ten days in jail as a hobo in Amarillo in 1932. Applicant is the subject of Bureau file 61-8471 under the character of Internal Security-G. It appears that applicant while employed as a fireman for Bluefield got into an argument with several other persons regarding the American flag. Applicant is supposed to have made some derogatory and obscene statements regarding the flag. A patriotic organization in Bluefield learned of these alleged remarks through an agent of the Alcohol Tax Unit who swore out a warrant against applicant and another fireman charging them with disrespect to the flag of the United States. At the trial before the Justice of Peace court the case was thrown out of court for lack of grounds to support the charges.

The investigation disproved any un-American tendencies or activities on applicant's part. Applicant is also alleged to have sent a congratulatory message to Hitler and Stalin congratulating them on their conquests; however this also was proved to be false. The facts of this latter charge will be found in Bureau file 61-7559.

The investigation conducted by the Richmond and Pittsburgh Offices disclosed no other derogatory information. It should be noted that applicant is a veteran of World War 2 and is well regarded in the city of Bluefield.

Recommendation: FAVORABLE. If approved, the attached letter of invitation will be sent.

Attachment

JSR:djb

The Executives Conference on June 20, 1946, those present being Messrs. E.A. Tamm, Hendon, Nichols, Harbo, Rosen, Ladd, Q. Tamm and Clegg, unanimously recommended favorably that the above applicant be considered acceptable.

HHC:ER

ORIGINAL COPY FILED IN 66-2554-5132



DIRECTOR

July 8, 1946

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-SCI/bmf

As a result of the situation involving the criticism of our procedure in the examination of Laboratory specimens on the part of the United States Attorney at San Francisco, the Executives Conference considered the matter on July 3.

The first question raised was as to whether any Laboratory examinations should be made in cases to be handled by the office of the United States Attorney at San Francisco. With the exception of Mr. Glavin, the conference felt that examinations should be made in our cases in the San Francisco territory as in all other field divisions. It was felt that the examinations were an investigative procedure of great assistance not only in the prosecution but in the solution of cases and that we should not deprive our San Francisco Agents of this assistance in the handling of their cases despite any attitude of the United States Attorney. It was felt that to adopt a different policy would be, in effect, cutting off our nose to spite our face, and that in major cases it would certainly be to the Bureau's direct interests and an absolute necessity to call upon the Laboratory for assistance.

RECOMMENDATION:

RECORDED & INDEXED

66-2554-5/33  
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22 JUL 11 1946

Mr. Glavin recommends that no examinations be made in our cases to be handled by the United States Attorney's Office at San Francisco because of the criticism of our handling of physical evidence by that office.

Messrs Tolson, Tracy, Harbo, Tamm, Hendon, Nichols, Glegg, Ladd and McCabe recommend that since it is to the Bureau's interest we continue to make examinations in all cases handled by the San Francisco Office.

The second issue raised was as to whether prior to submitting physical evidence to the Laboratory which by examination might be destroyed or materially altered, contact or clearance should first be had with the offices of United States Attorneys. It was pointed out that since the United States Attorney has the responsibility for prosecuting a case and must present such physical evidence before the court and jury, he does have some interest in the maintenance of the evidence in a status quo. On the other hand, the majority of the conference was of the belief that Laboratory examinations of all types were primarily investigative procedures and steps to be controlled solely by the policy of the Bureau and were

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

I agree Glavin's view but for the reason  
I understand it our SAC advised U.S. Atty all  
examinations should be made with U.S. Atty before being  
submitted. Since this is not a Bureau procedure  
procedure, since this is not a Bureau procedure

any examinations  
can make any examinations  
should be so indicated & act

not the business of the United States Attorney. This is particularly true since in many cases such examinations must be made prior to the time the United States Attorney has any interest whatsoever in the investigation since even the subjects thereof may not be identified without complete Laboratory examinations. In this connection it was realized that in some few cases the Laboratory upon occasions prior to making an examination which might materially alter a piece of evidence will by specific instructions request the field to check with the prosecuting officials. For example, this might be done where it would be necessary to cut out a piece of an extortion note in order to make an ink analysis. The conference here again felt that this was a matter to be decided in a specific case by the Bureau as to whether a check should be made with prosecuting officials and not one to be covered by a general policy requiring such a check beforehand.

**RECOMMENDATION:**

Q All members of the conference were unanimous in recommending that no change be made in our present policy as to handling Laboratory examinations. It was recommended that we not institute any general policy requiring a prior check with United States Attorneys in such instances and, as a matter of fact, it was recommended that instructions be issued to the field that such prior clearances are not required.

If the recommendation of the conference is approved, the attached Bulletin should go forward.

For the Conference,

4  
Clyde Tolson

EAT  
E. A. Tamm

RCH:DSS

cc Mr. Clegg  
Mr. Hendon



THE DIRECTOR

THE EXECUTIVE CONFERENCE

CONFIDENTIAL

7/2/45

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5CJ/STP

The Executive Conference today with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd and Rosen in attendance considered the suggestion that a bulletin be issued to the field explaining the procedure to be followed in connection with incorporating information obtained from the Identification Division in reports.

Frequent misstatements are being made in reports upon receipt of the identification record from the Identification Division in incorporating such information under the caption "Original Record" of an individual. The Conference recommended unanimously that the bulletin attached be forwarded to the field. The bulletin states that in view of the fact that fingerprint records furnished to the field by the Identification Division under FBI numbers contain notations of the applicant fingerprints and other non-original fingerprints, it is desired that these records no longer be referred to as original records. The bulletin also explains the procedure to be followed in connection with the photocopying to be used in incorporating original data and information contained in the identification record in reports.

Respectfully,  
for the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Hendon  
Mr. Glavin

AM:SW

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&  
INDEXED  
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EX-59

66-2554-5130

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

JUL 13 1945

R

THE DIRECTOR

7/3/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
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DATE 10/18/90 BY SP-5a/DM

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Nichols, Harbo, Ladd, Rosen, Hendon and Tracy on July 2, 1946, considered a suggestion from Gillis Bellknap, National Academy graduate, 32nd session, from Fort Dodge, Iowa. Mr. Bellknap suggested that the Bureau prepare a "Uniform National Qualifying Examination for Finger Print Experts".

The Conference was unanimously opposed to the suggestion and desires to point out that such an examination would be more dangerous than valuable. It is possible for persons to pass an examination and yet be totally lacking in experience as a fingerprint expert. It would further be possible for persons of limited experience to pass an examination and not be fully qualified as an expert. The Conference also desires to point out the many practical obstacles in attempting to have an examination of this type adopted on a nationwide basis considering the various state laws and the obstacle in getting such items passed as a matter of legislation. Further, the Bureau has traditionally avoided matters requiring legislative action.

If you approve there is attached a letter to Mr. Bellknap thanking him for his suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Attachment

JUL 13 1946

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166-3-1-5/35  
JUL 12 1946

THE DIRECTOR

7/9/46

THE EXECUTIVES CONFERENCE

*Be*  
TYPING POOL

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/90 BY SP-5CIB/MS

The Executives Conference on June 27, 1946, those present being Messrs. Tolson, E. A. Tamm, Glavin, Hendon, Tracy, Harbo, Nichols, Rosen and Clegg, considered the suggestion of Supervisor James A. Carlson that in view of the shortage of stenographic employees at the Seat of Government the supervisors be called upon to use dictaphones for routine dictation and the records be sent to a central typing pool which should be established which will serve all divisions of the Bureau, thus permitting the stenographers to handle expedite matters and those requiring particular knowledge and special dictation.

The Conference unanimously disapproved the suggestion. In the first place it is felt that clerical employees would be less content with being assigned to a pool than being assigned to a division. There would be greater efficiency in maintaining the present situation whereby the typists are assigned to each division since they would be more familiar with the work, the various forms used and the necessary procedures. It would also be extremely difficult to establish a proper priority on the transcribing of such material since each division could establish its own priority but it would be impossible for the typing pool to determine which of the communications of first priority of each division should be given preference over others. This at present can be handled more satisfactorily without the establishment of a typing pool.

Respectfully,  
For the Conference

*KH*  
Clyde Tolson

*EAT*  
E. A. Tamm

RECORDED

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EX - 59

cc - Mr. Hendon  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Tamm

HHC: PJP  
JUL 13 1946

THE DIRECTOR

7/9/46

THE EXECUTIVES CONFERENCE

SHORTHAND & TYPING CLASSES

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/50 BY SP-5CJ/bmf

The Executives Conference on July 3, 1946, those present being Messrs. Tolson, Nichols, Harbo, Glavin, Hendon, Ladd, Tracy and Clegg, considered the matter of shorthand and typing classes in the Bureau and recommended as follows:

1. That the Bureau should continue to operate stenographic and typing classes due to the scarcity of qualified material for appointment and due to the effect on morale of training employees for promotion to higher grade positions.

Unanimously approved.

2. For stenographic classes it was recommended that priority be given when holding such classes to the following types of employees in the order named:

- (a) Those who can pass a 90 word test.
- (b) Those who can pass a 60 word test.
- (c) Those who can not pass a 60 word test but who have completed study of the shorthand manual.

This recommendation is made in view of the fact that it takes approximately one full year to train a stenographer who has had no previous training as stenographer and the lapse of time results in many withdrawing from the class.

Unanimously approved.

3. Typing classes for Identification Division.

It was believed that continuous classes should be started at an early date for the benefit of those who are not qualified typists and who are assigned to typing duties and for those who desire to become qualified typists in order to increase the ability of available personnel in the Division and also for the purpose of creating additional abilities and skills on the part of those who are employed in the Division but do not yet have typing assignments.

Unanimously approved.

4. That stenographic examinations be given to those who take the stenographic courses of training only after such employees have passed the stenographic test given by the instructors of the Training & Inspection Division and the Chief Clerk's Office has been advised that the employee has made a passing grade on the 120 word test.

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

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This recommendation is made in view of the fact that some employees who have not finished the course and who in the opinion of the instructor is not yet qualified are permitted from time to time to take the tests and make passing grades and subsequent criticisms are made as to the ability of such employees on a good many occasions.

Unanimously approved.

5. Time of classes.

The stenographic classes now being given one at the Armory and one at the Justice Building each day for 1½ hours each are being given 45 minutes on the employees' time and 45 minutes on the Bureau's time because both the Bureau and the employee have a mutual interest in improving the stenographic skill of the employee.

Due to the fact that stenographic employees are needed at this time and whenever the Chief Clerk's Office advises that stenographic employees are in demand Mr. Tracy and Mr. Clegg were of the opinion that the courses should be given on the Bureau's time since they were primarily for the Bureau's service.

Messrs. Nichols, Harbo, Glavin, Hendon, Ladd, and Tolson recommended that all stenographic courses be given half on the employees' time and half on the Bureau's time for the reason it is believed that some employees would take the course solely to keep out of regular assigned work at the time.

6. Time for typing classes.

Mr. Tracy and Mr. Clegg recommended that since the Bureau needed to improve the skill of typists already assigned to typing duties in the Identification Division that as long as this need existed that the typists be given typing training on official Bureau time, each class to last one hour each day. It was pointed out that if the employees of the Identification Division took classes partly on their own time and partly on Bureau time it would of necessity make the courses voluntary instead of mandatory and all of the employees should be given the training when they are assigned to perform typing duties. If they seek to make up their official working time after hours or before hours it will require the presence of supervisory employees in the Identification Division after regular hours.

Messrs. Nichols, Tolson, Harbo, Glavin, Hendon and Ladd were of the opinion that these courses should be given 50% on the employees' time and 50% on the Bureau's time in order to discourage those who merely want to be on assignment away from their regularly assigned duties each day.

Respectfully,  
For the Conference.

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Hendon  
Mr. Clegg

HHC:PJ



THE DIRECTOR

JUNE 7, 1946

THE JOINT COMMITTEE

SUGGESTION #223

EMPLOYEE: MAURICE COUGER, SPECIAL AGENT  
LOS ANGELES FIELD DIVISION

ALL INFORMATION CONTAINED  
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DATE 10/18/90 BY SP-5 C. J. B. / JMF

MEMBERS PRESENT:

R. C. Hendon  
R. T. Harbo

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the firearms training schedule be modified to require that all Agents qualify once a year at Quantico with the rifle, shotgun, machine gun and gas equipment and that field training be limited to monthly qualification on the 25-yard bull's-eye target with the revolver and the practical pistol course and hip shooting.

ADVANTAGES:

- At present Agents qualify in all weapons at In-Service and attend regular field firearms training 7 months per year during which they must qualify 4 times over the practical pistol course and with all other weapons twice a year.
1. Savings of Agents' time in elimination of the present training on the rifle, shotgun and machine gun in the field.
  2. More frequent practice with the use of the revolver since this is the weapon most frequently used by Agents in carrying out their official duties.
  3. Reduction in the amount of practice with the weapons an Agent does not carry, or seldom uses, on official business.
  4. Savings in the cost of ammunition and repair to various firearms.

DISADVANTAGES:

1. The proposed schedule would increase the total Agent time devoted to field training under a monthly schedule throughout the entire year.
2. The practical pistol course would be difficult and the value of the training questionable in extreme winter weather in northern offices.
3. Agents would not receive sufficiently frequent experience with the rifle, shotgun and machine gun.
4. Some offices would have difficulty in obtaining the use of a practical pistol course each of the twelve months of a year.
5. The proposed schedule would vastly increase the expense of firearms training inasmuch as it would necessitate calling Agents in for such training more frequently and would greatly increase travel costs, as well as time lost from other duties.

RECOMMENDATION:

RTH:ER

Unanimously unfavorable. Bureau firearms instructors at Quantico likewise recommend unfavorably.

EXECUTIVE CONFERENCE

RECOMMENDATION: On 7/1/46 by Messrs. E. A. Tamm, Nichols, Ladd, Hendon, Rosen, Clegg, Glavin, Harbo. Unanimously unfavorable.

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

cc: Mr. Clegg  
Mr. Hendon

JUL 13 1946

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EX-50



THE DIRECTOR

July 1, 1946

THE EXECUTIVES CONFERENCE

SUPERVISORS TRAINING SCHOOL

Those present, July 1, 1946, were Messrs. E. A. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Tracy, Glavin, and Clegg. The Conference considered the suggestion made relative to the Supervisors Training School which is held regularly on the final Wednesday, Thursday, and Friday of each month unless some holiday intervenes. The following recommendations were therefore made unanimously by the Conference:

1. That upon the arrival of each new Supervisor at the Seat of Government the Chief Clerk's Office address a letter to such Supervisor, advising him to appear at the next session of the Supervisors School on the date indicated.

2. That when the Supervisors call at the offices of the Assistants to the Director and the Assistant Directors that instead of their being sent into the office merely to shake hands that they be requested to be seated at which time, for two or three minutes, the Bureau Official will talk to them either about the work or some other pertinent and interesting subject.

If the Director approves, instructions will be issued accordingly.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

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HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-SCI/pmf

RECORDED  
&  
INDEXED

EX - 59

cc: Mr. Clegg  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

57 JUL 13 1946

THE DIRECTOR

July 9, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 C/BMF

The Executive Conference of July 8, 1946, consisting of Messrs. E. A. Tamm, Clegg, Ladd, Hendon, Harbo, Tracy and Glavin was advised by Mr. Glavin that a recent decision of the Comptroller General, (B-57732), dated June 11, 1946, in connection with the use of Government owned automobiles, states as follows:

"The use of a Government automobile by an employee to drive to his residence when it is in the interest of the Government that he start on official travel by Government automobile from that point, rather than from his place of business, is not to be regarded as prohibited by any of the restrictions in section 202 of the Independent Offices Appropriation Act, 1946, against the use of Government automobiles for the transportation of officers and employees between their domiciles and places of employment -- such use being considered as within the meaning of the term 'official purposes' as used in said act."

The Conference was advised that, at the present time, the Bureau does not permit its agent personnel to take Bureau owned cars to their residences so that the car would be available to start on road trips from the residence rather than from the contract garage. The Conference does not feel that the Bureau should make any change in its present regulations, since the possibility exists that Agents would take cars home before proceeding on road trips, which might result in official automobiles being left on the streets or in private garages during the night hours, subject to theft.

Respectfully submitted,  
FOR THE CONFERENCE

CC: Mr. Hendon

Mr. Clegg

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Glyde Tolson

E. A. Tamm

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THE DIRECTOR

July 1, 1946

THE EXECUTIVES CONFERENCE

~~FBI NATIONAL ACADEMY - SPEAKERS~~ - *genl.*

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DATE 10/18/90 BY SP-5C/BW

Those present, July 1, 1946, were Messrs. E. A. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Tracy, Glavin, and Clegg. The Executives Conference unanimously recommended that consideration be given to the following in the order named as to speakers to appear at the next graduating exercises of the FBI National Academy to be held October 4, 1946.

From the Government service: first choice, former Senator Austin recently designated as United Nations representative; second choice, Chief Justice Fred Vinson; third choice, Secretary of the Treasury, John Snyder.

Nongovernment representatives: first choice, Mr. Arthur Hays Sulzberger of the New York Times; second choice, Mr. Charles F. Kettering, Vice President, General Motors; third choice, Mr. George H. Gallup of the Gallup Polls, Institute of Public Opinion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

*Only those under-  
lined should be  
considered.*  
*H*

CC: Mr. Clegg  
Mr. Hendon

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31 JUL 11 1946

EX-50 77

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols HHC:bw  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

57 JUL 13 1946

THE DIRECTOR

July 1, 1946

THE EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY - *gent*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5/BJP

*pe*

Those present were Messrs. E. A. Tamm, Nichols, Ladd, Hendon, Rosen, Harbo, Tracy, Glavin, and Clegg. Consideration was given to the request of a representative of the Department of Interior that a representative of the Alaska Railroad Police be permitted to attend the FBI National Academy.

Official records disclosed that the Alaska Railroad is owned and operated by the U. S. Government and to this extent they were not merely railroad police but Government employees. The railroad police of the Alaska Railroad have cooperated with the Bureau on past occasions and the relationships are reported as satisfactory. In many instances, the police of the Alaska Railroad are the only enforcement officers at distant points where construction of the railroad and its expansion is being undertaken and all the employees are railroad employees. The railroad policeman, therefore, is, in effect, the law enforcement personnel as far as these men are concerned. The railroad in question is expanding its facilities considerably and a large number of men, it is indicated, are to be employed on these projects.

In view of the fact that the Bureau has accepted representatives of the Public Buildings Administration, the National Forest Service, the National Park Service, and similar Federal agencies, the conference unanimously agreed that a qualified representative from the Alaska Railroad would be acceptable.

*2*

106-2554-5742  
RECORDED & INDEXED  
Respectfully,  
For the Conference

*354*  
Clyde Tolson

*EX-53*  
*gut*  
E. A. Tamm

CC: Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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JUL 13 1946

THE DIRECTOR

THE EXECUTIVES CONFERENCE

7/3/46

ALL INFORMATION CONTAINED  
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DATE 10/18/90 BY SP-5 ei/0118

The Executives Conference on June 27, 1946, those present being Messrs. Tolson, E. A. Tamm, Glavin, Hendon, Tracy, Harbo, Nichols, Rosen and Clegg considered the following:

In the handling of Selective Service cases in the San Francisco Office the Agent to whom the case is assigned and who apprehends a Selective Service violator prepares a form known as the Selective Service Apprehension Form. This form is in addition to the regular report. After the form is prepared it is sent by the Agent who apprehended the subject to one or two Agents who are assigned by the San Francisco Office to maintain a constant liaison contact with the U. S. Attorneys, U. S. Commissioners and U. S. Marshals in handling Selective Service Violator Cases. Upon the basis of this form the liaison Agents discuss the case with the U. S. Attorney or his assistant and if prosecution is authorized the same agents file the Commissioner's complaint, handle the Commissioner's hearing and follow the case through to its final determination. The action taken in these prosecutive steps is then added to the form by the liaison Agents and the form is then returned to the Agent to whom the case is assigned to submit the report.

Joint Committee Consideration: The Joint Committee of Messrs. Clegg, Hendon, Conroy and Scheidt.

considered this procedure and unanimously recommended against it. They took into consideration the following:

RECORDED & INDEXED 66-2554-5143

Advantages - Agents who have apprehended the Selective Service violators can continue with their regular duties including road trips without being interrupted by conferences with U. S. Attorneys or attendance at the Commissioner's hearing. Agents' time is saved through having one or two Agents handle all of the contacts and proceedings with the U. S. Marshal and Commissioner. No time is lost on the part of many different Agents awaiting appointments with U. S. Attorneys. It develops a sort of streamlined production method of handling cases.

Disadvantages - Such a system leads to a routine handling of Selective Service violations. Such a system is absolutely contrary to the usual Bureau procedure in which an Agent handles a case on through to its ultimate conclusion before the court and there is no reason to make an exception in Selective Service cases. Agents to whom the cases are assigned are more qualified due to their intimate knowledge of the facts to discuss the matter with the U. S. Attorney and to present the facts before the

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JUL 13 1946

*[Handwritten signature]*



Commissioner's hearing with less chance being present for a miscarriage of justice. Such a system deprives Agents working on these cases of valuable experience in testifying before U. S. Commissioners' hearings and in presenting cases to U. S. Attorneys. It, in effect, transfers the duties of the U. S. Attorney to the Agents who are maintaining liaison with the U. S. Attorney's office, in that they would be serving practically as runners for the U. S. Attorney. In effect these two men are on administrative duty in San Francisco without approval from the Bureau. Any time spent by an Agent in presenting a case to the U. S. Attorney and attending a Commissioner's hearing is certainly warranted and is his fundamental duty as a Special Agent.

Executives Conference Consideration - On May 2, 1946 the Executives Conference considered this

matter and as a result the views of SAC Fletcher of the San Francisco Office were sought. Mr. Fletcher advised that the saving of time has been and continues to be very considerable. The contact Agents take advantage of their special knowledge of the Assistant U. S. Attorney's idiosyncrasies and habits and were able to accomplish more and to maintain excellent relationships and thus liaison Agents in addition are available to interview subjects in the custody of the U. S. Marshal when they are apprehended by other law enforcement officials or received from another District. These Agents also handle matters relating to complaints, the dismissal of complaints, Commissioners' Hearings and appearances before the District Court when another Agent's testimony is not necessary. The Agent also follows court action and presents cases to the Grand Jury. However, these two contact Agents devote only such time to this type of assignment as is necessary. He permits each Agent an occasional opportunity to file a complaint and the more complex cases are discussed with the U. S. Attorney by the Agent who makes the apprehension or to whom the case is assigned. Mr. Fletcher endorses this method and even suggests general adoption.

The Executives Conference on June 27th gave further consideration to this matter. Messrs. Tolson, Glavin, Tracy, Harbo, Nichols and Rosen recommended that the San Francisco Office be permitted to continue this project as it is. Mr. Tracy wanted it understood that the two Agents so assigned as contact men would be rotated from time to time and Mr. Harbo wanted it considered as an experiment so that a determination could be made in the future as to whether the plan could be extended to other types of work.

Because of the disadvantages cited Messrs. E. A. Tamm, Hendon and Clegg opposed the continuation of this project and recommended that the San Francisco Office handle these cases in the usual manner with the Agent to whom the case is assigned presenting the facts to the U. S. Attorney and appearing before the Commissioner when necessary.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

HHC:PJ



7-8-46 Addendum: Mr. Tamm is of the opinion that if this type of program is basically meritorious, it should be extended to other large offices. He further feels that if the plan works with Selective Service Act cases and is believed advantageous to apply, it should be considered for extension to National Motor Vehicle Theft Act and other types of constantly occurring offenses which are not of an involved nature.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The Director

July 10, 1946

Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5C/BMP

*Re*  
The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Tracy, Hendon, Harbo and Nichols, reconsidered the issuance of the FBI Law Enforcement Bulletin on a monthly basis. On May 9, 1946 the Director approved the recommendation of Messrs. Tolson and Glavin that the Bulletin and the Investigator be issued six times a year, the Law Enforcement Bulletin to consist of 50 pages.

Mr. Nichols asked the Conference to reconsider and urged that the Bulletin be issued monthly, to consist of a total of 32 pages including the text and Wanted Notices. This would be a savings of 35% over a 50 page bulletin issued monthly. He advised the Conference that the matter had been considered by Messrs. Glavin and Renneberger, who were agreeable to a monthly Bulletin, the copy being delivered to the Mechanical Section a month prior to the date of its issuance.

The following are the advantages:

1. The Law Enforcement Bulletin would give us a monthly contact with police and would supplement our police training program, which costs the Bureau considerable in travel and time.
  2. At one time in the Bureau's existence the Law Enforcement Bulletin was our only means of getting material to the public and we might encounter a similar situation in the future.
  3. The Wanted Notices for police are more important today with the increase in crime.
  4. Letters and comments indicate it is serving a definite need.
  5. During the war years the wartime spirit caused law enforcement to cooperate as it never did prior to the war. Now that the war is over we must further this same cooperation.
  6. The IACP are pushing their new letter. New law enforcement publications will spring up if there is a need as there will be if our Bulletin is put out every other month.
- Believe 2,000 few Agents today to make contacts with the police than we did in the war years. Likewise, during the war police conferences were held quarterly; today they are semi-annually.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED

INDEXED

66-2551 6/4/4

JUL 12 1946

Memo to the Director

8. With the Bulletin being issued every other month it will handicap us in getting current information to the police.
9. By putting the Bulletin out every other month we will not have the space to do justice to the material. In September of 1939 when we only had a grand total of 2,210 employees in the whole Bureau we put out a 52 page Bulletin, not including the Wanted Notices. By putting it out monthly in 32 pages the Wanted Notices would be assembled with the Bulletin proper. In addition, a 32 page monthly Bulletin would represent 384 pages annually or only 84 more pages than a 50 page Bulletin every other month.
10. If the Bureau doesn't furnish material needed by the police they will seek it elsewhere.

The disadvantages:

1. Shortage of personnel necessitates curtailing activities.
2. A smaller Bulletin would not be as dignified or attractive as a larger one every other month.

Messrs. Harbo, Tracy, Ladd, Rosen and Nichols favored a monthly Bulletin of 32 pages with the Wanted Notice insert included. Mr. Clegg favored a monthly Bulletin with the Wanted Notices inserted.

Messrs. Tolson, Tamm and Hendon favored a bulletin of 32 pages not including the Wanted Notice insert every other month.

*Since Glavin states  
work can be handled  
as well as along with  
the indigent  
H/1/*

Respectfully,  
For the Conference

Clyde Tolson

Edward A. Tamm

cc: Mr. Clegg  
Mr. Hendon

LBN:hbm

*I will go along with majority  
provided we don't bog down  
on getting it out on schedule  
H.*

THE DIRECTOR

7/10/46

THE JOINT COMMITTEE

SUGGESTION #242

EMPLOYEE: BUIST W. SWAIN  
CHIEF CLERK, BIRMINGHAM, ALABAMA

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CIP/PA

MEMBERS PRESENT: R.T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That Chief Clerk of field offices be permitted to  
initial for filing any matters under his supervision or  
receiving his individual handling upon instructions of the SAC.

ADVANTAGES:

1. It would eliminate the necessity of routing such matters to the Agent in Charge for his initials.
2. The Chief Clerk should be qualified to perform this function.
3. Many such matters handled by the Chief Clerk are routine in nature.

DISADVANTAGES:

1. The suggestion would open the way for many abuses and in practice Chief Clerks would be initialing all types of matters for the file.
2. The suggestion would decrease unwarrantedly the supervision which SACs should give to field office matters.
3. The initialing of matters of the type referred to in this suggestion present no particular burden upon SACs and supervisors.
4. The present instructions insure proper and adequate supervision on the part of the Agent in Charge over matters of which he desires to be and should be fully acquainted.
5. There is considerable variation in ability and experience on the part of Chief Clerks and it is evident that many Chief Clerks are not to be trusted with such responsibility.

RECOMMENDATION: Unanimously opposed.

RECORDED

INDEXED

353

37 JUL 12 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives  
Conference on July 10, 1946, with  
Messrs. Tolson, Ladd, Hendon, Harbo, Tracy and Glavin in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

58 JUL 16 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: 6-19-46

FROM : A. E. Leonard

SUBJECT: STATISTICS

Pursuant to the Director's approval of the Executives' Conference recommendation attached, there is transmitted herewith a suggested Bureau Bulletin outlining the statistics recorded at the Seat of Government for the information of the Field.

Attachments

AEL: gth

ADDENDUM: LBN:MP 6-20-46 - The Executives Conference consisting of Messrs. Tamm, Q. Tamm, Ladd, Rosen, Hendon, Harbo, Clegg, and Nichols approved the attached Bulletin and in addition approved the submission of a more detailed statement to be included in the large Manual of Instructions.

Director's notation: "OK H."

RECORDED

INDEXED

EX - 391

F B I

61 JUL 12 1946

INITIALS ON CARD

58 JUL 17 1946

ORIGINAL COPY FILED IN 106-2554-514/6

THE DIRECTOR

JUNE 20, 1946

EXECUTIVES' CONFERENCE

JOHN ROBERT DOWER  
NATIONAL ACADEMY APPLICANT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/90 BY SP-5 CIB/MP

The Executives' Conference on June 20, 1946, those present being Messrs. E. A. Tamm, Hendon, Nichols, Harbo, Rosen, Ladd, Q. Tamm and Clegg, considered the inquiry of the San Francisco Office as to the eligibility of John Robert Dower, Sheriff elect of Yuba County, to attend the FBI National Academy.

Dower was elected to be the next Sheriff of his county in the recent election of June 4. He does not take office until January 1, 1947. He is presently employed as a probation officer for the county and also as the juvenile officer for Marysville, California, Police Department. In view of his present employment by a law enforcement agency, in view of his election as the next Sheriff of his county, and in view of the favorable recommendation of the San Francisco Office, the Conference unanimously recommended that he be considered eligible.

There is attached hereto a teletype to the San Francisco Office accordingly, if approved.

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. Hendon  
Mr. Clegg  
HHC:ER

E. A. Tamm  
RECORDED 166-2554-5747  
F B I  
55 JUN 28 1946

EX-15

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

INITIALS ON ORIGINAL

52 JUL 29 1946

ORIGINAL COPY FILED IN



OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: MR. LADD

DATE: June 19, 1946

FROM: C. H. CARSON

SUBJECT: RADIO STATION, MEXICO CITY, MEXICO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CJB/MS

BACKGROUND:

It will be recalled that in the past we have desired to establish a radio station in Mexico City but that former Ambassador Messersmith would never approach the Mexican Government on this matter.

DETAILS:

The Civil Attache at Mexico City has now advised that during a conference with Mr. Raymond Giest, Charge d'Affaires of our Embassy in Mexico City, on June 7, 1946, the matter of a Bureau radio station was discussed and Mr. Giest appeared very interested in the Bureau's radio facilities. Mr. Giest inquired whether or not the Bureau could place a radio station in Mexico City and was advised by the Civil Attache that he would inquire of the Bureau whether it could install a station at the present time.

The installation of a Bureau radio station in Mexico City would be extremely advantageous even though we expect to remain in the SIS field for only one more year. At the present time we utilize cable service between Washington and Mexico City through the State Department which is not only slow but costly. Furthermore, due to the number of expedite matters pending in Mexico including many domestic field fugitive cases, it is frequently necessary to resort to the use of telephonic communication with our office in Mexico City. A radio station would eliminate the necessity for using cables and making telephone calls, and it is believed that the cost of the station would be saved in six months or even less.

RECOMMENDATION:

It is recommended that the Civil Attache in Mexico City be instructed to inform Charge d'Affaires Giest that the Bureau will be pleased to install a radio station in Mexico City provided that the authorization of the Mexican Government can be secured by the Embassy and the Embassy requests of the Bureau through the State Department the installation of such a station. A suggested cablegram to Mexico City is attached.

Attachment

GWH:tlc

RECORDED  
&  
INDEXED

66-2554-5748

F B I  
61 JUL 12 1946

APPROVED BY EXECUTIVE CONFERENCE WITH MESSRS. TAMM, GLAVIN, QUINN, TAMM, ROSEN, GLEGG AND LADD ATTENDING. 6/21/46 - D.L.

59 JUL 22 1946

ORIGINAL COPY FILED IN

COPY: EC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: June 7, 1946

FROM : Ruth K. Wood

SUBJECT: Attached form letter

*Executive Conference*

Inasmuch as it is necessary that so much information be supplied the field office in order to have the service record checked of a former employee, it is requested that the attached form letter be approved. This will save considerable time.

Forms for Service Record Check

1 ENCL  
7/3/46  
EX-2

RECORDED

INDEXED

EX-2

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/90 BY 9-54107

66-2554-5149  
F B I  
48 JUL 11 1946

INITIALS ON ORIGINAL

53 JUL 17 1946

ORIGINAL FILED IN 66-3482-1082

SAC,

Director, FBI

*Employee Returning from Military Leave*

It is requested that the service record of the above employee be reviewed and a report submitted at the earliest possible date. The following is supplied for your information:

Branch of service -  
Date inducted -  
Date discharged -  
Place of discharge -  
Serial number -  
Rating -  
Date and Place of birth -

The Executive Conference of June 10 consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Nichols, Hendon, Harbo, Quin Tamm, and Glavin approved the preparation of this communication for field use.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/91 BY SP-5C: b7d

66 - 2554 - 5119

ENCLOSURE

THE DIRECTOR

6/28/46

THE EXECUTIVES CONFERENCE

~~REVISED~~ ~~ANNUAL~~ OF RULES AND REGULATIONS - NUMBER OF COPIES  
TO BE DISTRIBUTED

The Executives Conference on June 27, 1946, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Hendon, Nichols, Rosen and Clegg, recommended that the revised Manual of Rules and Regulations which is combined with the former clerical manual be issued as follows:

- One for the Director.
- One for each of the Assistants to the Director.
- One for each Assistant Director.
- One for each Inspector.
- One for each Section Chief.
- 150 copies for use in training schools for new agents.
- One for each SAC, each Assistant SAC and each field supervisor.
- One for each Resident Agency where there is a Resident Agency office and one for each Resident Agent where there is no Resident Agency office.
- One for each 10 Agents assigned to a field office.
- In the smaller offices one for each 2 clerical employees.
- In the largest offices one for each 10 clerical employees.
- In the middle sized offices one for each 6 clerical employees.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED  
&  
INDEXED

E. A. Tamm

166-2554-51500  
F B I  
61 JUL 15 1946

EX - 10

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CIB/MP

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Hendon  
Mr. Clegg

HHC:PJ

28 JUL 17

ORIGINAL COPY FILED IN

The Director

D. H. Ladd

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/94 BY SP-5 CIP/MT

July 3, 1946

TRANSFER OF [REDACTED]

b7E

The SAC of the [REDACTED] Division has expressed a desire to transfer the present [REDACTED] the field office. (X)

b7E

The usual reasons for such a transfer, which has been the cause of changing the [REDACTED] have been advanced by SAC [REDACTED]. These reasons are the saving which will be effected in rentals, personnel and more effective security. At the present time \$125 per month is paid in rental which would be eliminated, and since there is practically no activity at [REDACTED] the present all night employee at the field office would be an effective guard over the [REDACTED] which must now be watched through the night at [REDACTED]. (X)

b7E

Suggested [REDACTED] Field Office (X)

b7E

At the present time there is a [REDACTED] joined on the [REDACTED]. The door from the room to the [REDACTED] which is part of the [REDACTED] leads to the [REDACTED]. According to SAC [REDACTED] is therefore so isolated that any sounds from it could not be heard from the outside. (X)

b7E

Available [REDACTED] (X)

Classified by SP-5 CIP/MT  
Declassify on: OADR 7/2/94

b7E

The [REDACTED] has advised [REDACTED] that there are numerous [REDACTED] which the [REDACTED] could handle any traffic desired. The [REDACTED] the field office [REDACTED] are on [REDACTED] until they reach the [REDACTED] which is kept locked at all times. (X)

b7E

Other reasons advanced by the SAC in connection with this transfer are that the [REDACTED] whereas in the present location there is always the possibility of such activity attracting attention. The SAC also feels that he will have closer contact with the employees [REDACTED] and any spare time they may have may be used to a greater advantage. In connection with the proposed transfer the [REDACTED] (X)

b7E

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JED:aop

RECORDED

100-2554-515  
F B I  
JUL 13 1946

EX-25  
CONFIDENTIAL

ORIGINAL COPY FILED IN 100-2554-515

~~CONFIDENTIAL~~

lock on the door leading [redacted] will be changed so that only employees of the office will [redacted] (X)

b7E

An additional reason advanced in favor of the transfer was that in the last inspection of [redacted] the inspector observed and it was called to the SAC's attention that the ventilation should be improved. SAC [redacted] advises that efforts were made to improve the ventilation, but it is felt that the ventilation in [redacted] will be much better than at the present location. (X)

b7E

Necessity of [redacted]

b7E

At the present time the [redacted] Division is utilizing the following [redacted]

[redacted]

b7E

In addition to the above [redacted] is outstanding to [redacted] the [redacted] and [redacted] will be completed as soon as the [redacted] (X)

RECOMMENDATION:

Since the recent transfers in many other field divisions [redacted] has proven feasible and desirable, it is suggested that approval be given to [redacted] to make the proposed transfer. There is attached for your approval a letter to the SAC at [redacted] granting the necessary authority. b7E

~~CONFIDENTIAL~~

APPROVED BY EXECUTIVES CONFERENCE WITH  
MESSRS. TAMM, CLEGG, HENDON, HARBO,  
TRACY NICHOLS, GLAVIN AND LADD ATTENDING.

7-8-46 DML

CW PH



MR. NICHOLS

12-14-45

A. E. LEONARD

DISTRIBUTION OF UNIFORM CRIME REPORTS BULLETIN

I. Present Distribution

At the present time the Uniform Crime Reports Bulletin is distributed as follows:

- A. To all law enforcement agencies participating in the program.
- B. To representatives of the press.
- C. To approximately 300 libraries.
- D. To the names appearing on the Crime Records Section active mailing list.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 02/18/90 BY SP-5 CJS/STP

We order 15,000 copies and after the above distribution we have a surplus of approximately 3,000 for additional requests received.

The Uniform Crime Reports Bulletin is an official government publication and the only accurate index to the extent and fluctuation of crime published in the United States. This publication may not be of interest to the general public since it deals fundamentally with statistics, yet it is unquestionably of value as reference material to all persons interested in the crime problem and in the problem of crime prevention. It is suggested that the distribution of the bulletin is too limited.

II. Possible Sources For Wider Distribution

A. Libraries

The American Library Directory of 1945 lists 12,140 libraries, including 8,298 public libraries, 1,886 college libraries, 427 Federal and State libraries, 324 hospital and institution libraries, and 1,205 special libraries.

B. Colleges and Universities

The Education Directory, 1944-45, Part III, published by the United States Office of Education shows the following:

Type of School	White	Negro	Total
Colleges and Universities	692	66	758
Teachers Colleges	183	14	197
Professional Schools	259	7	266
Normal Schools	21	-	21
Junior Colleges	424	19	443
	1,579	106	1,685

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

181043  
AEL:MEH

ORIGINAL FILED IN

Memorandum for Mr. Nichols

C. Secondary Schools

The publication, Accredited Secondary Schools in the United States, 1944, published by the United States Office of Education shows 22,500 secondary schools in the United States, its territories and possessions. This includes both public and private schools.

III. Suggested Distribution - Three Alternatives

The following tabulation represents estimates as to the number of copies of the bulletin needed for each of the three possible plans of distribution. The estimates are based on a count of the data for the State of Ohio and the proportions found in that state for the different size cities was applied to the total figures for the country. The printing costs are based on the latest issue of the bulletin and the Government Printing Office has advised that additional copies would be printed at the cost of \$60 per thousand.

	Plan #1 Cities Over 10,000 Only	Plan #2 Cities Over 2,500	Plan #3 All Places Regardless Of Size
Present Distribution	12,000	12,000	12,000
Colleges and Universities	1,000	1,000	1,000
Public Libraries	1,500	4,500	8,300
Secondary Schools	9,000	13,500	22,500
	23,500	31,000	43,800
Surplus	4,500	6,000	7,200
	28,000	37,000	51,000
<u>Present Distribution</u>			
Printing Cost	\$2,100	\$2,880	\$3,420
			\$4,260

The proposals do not include professional schools, normal schools or junior colleges.

If the Bureau decides to adopt any one of the above three plans for wider distribution, there will be a considerable typing job involved at the beginning. It is believed that if one of the above plans is adopted envelopes should be addressed on the typewriter for mailing the bulletins using the publications mentioned above as sources. One copy of the bulletin and a form letter, it is suggested, should be sent to each new place and there should be enclosed also a form for the recipient to execute as follows: (1) To indicate that they desire to be placed on the mailing list to receive future copies and (2) The correct mailing address which they would prefer. We should enclose a uniform crime reporting return envelope and as these are

Memorandum for Mr. Nichols

received back in the Statistical Section a count of them may be maintained and the forms forwarded to the Crime Records Section where stencils may be ordered for the mailing of future issues.

IV. Recommendation

It is recommended that Plan #3 calling for full distribution to all places regardless of size be adopted starting with the annual issue of the bulletin for 1945.

*ADDENDUM: LBN: aml-12/28/45 - The Executives Conference consisting of Messrs. E. A. Tamm, Ladd, Tracy, Harbo, Morgan and Nichols considered the matter of extending the distribution of the Uniform Crime Reports Bulletin. It was unanimously recommended that this be reconsidered on April 1st.*

THE EXECUTIVE CONFERENCE

June 24, 1946

\* Rome and Sicily

SAC Hottel points out that it should be pointed out to the real estate agent that in this manner, the apartments will be guaranteed almost permanent occupancy and that all transfers of apartments will be done through and with the permission of the office of the real estate agent.

EX - 65

RECORDED

66-2554-5733

15. Tolson  
16. E. A. Tamm  
17. Clegg  
18. Glavin  
19. Ladd  
20. Nichols  
21. Rosen  
22. Tracy  
23. Carson  
24. Egan  
25. Gurnea  
26. Harbo  
27. Hendon  
28. Pennington  
29. Quinn Tamm  
30. Nease  
31. Miss Gandy

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 1-11-2017

ase  
andy  
52 JUL 25 1946

The Executive Conference was in entire agreement with the recommendation of Mr. Glavin that no further action be taken in connection with this particular matter. Should the Director approve the Conference's recommendation, the attached communication should go forward to the SAC of the Washington Field Office.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

Attachment

E. A. Tamm

CC: Mr. Hendon  
Mr. Clegg

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

TRG/amb

THE DIRECTOR

7/12/46

THE JOINT COMMITTEE

SUGGESTION #257-B

EMPLOYEE: RACHEL L. GALLAVAN  
PRINCIPAL STENOGRAPHER, BIRMINGHAM FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That certain stenographers in field offices be brought to Washington for special training as is done with the Chief Clerks from time to time.

ADVANTAGES:

1. It would permit the Bureau to afford special training at the Seat of Government to stenographic employees.
2. It would be a morale aid to stenographers.
3. It would acquaint them with the functions of the Bureau at the Seat of Government which would add to their efficiency.

DISADVANTAGES:

1. There is no reasonable course of instruction which could be outlined to be given to stenographers at the Seat of Government since the nature of their work is much different to that of the Chief Clerk and the need for such training does not exist.
2. Such schooling would be in the nature of a "junket", the expense of which would not be warranted by the results.

RECOMMENDATION: Unanimously opposed.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

RECORDED

INDEXED

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

24 1946

CC - Mr. Clegg



THE DIRECTOR

7/11/46

THE EXECUTIVE CONFERENCE

65087

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/1/85 BY SP-5 DM

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Nichols, Rosen, Hendon, Harbo and Tracy on July 9, 1946, considered a suggestion of Special Agent K. T. Delavigne that wanted notices received in the Identification Division be destroyed after the want has been placed. The Agent pointed out that probation flash notices are destroyed after the information has been posted to the fingerprint card and he suggests that the wanted notices be similarly destroyed as a matter of saving filing space rather than being placed in the fingerprint jacket as is now the procedure.

The Conference was advised by Mr. Tracy that the Identification Division does not recall any instances of any error or dispute whereby reference to the original wanted notice was necessary, however, the Conference, with the exception of Mr. Tracy, was of the opinion that wanted notices should be kept in the event a case does arise wherein there is a charge of false arrest made and the law enforcement agency states it did not request the want be placed in the first instance. Mr. Tracy pointed out to the Conference that such a situation has not arisen in the past, furthermore, that when a wanted notice is identified and the law enforcement agency is notified they would, of course, check their own records prior to arresting the man in some other locality and returning him.

This suggestion was originally made in April, 1946, and by suggestion of the Conference was given further consideration in the Identification Division for re-submission after July 1, 1946.

If you approve the majority opinion, there is transmitted herewith a letter to Mr. Delavigne thanking him for the suggestion.

Respectfully,  
For the Conference

*[Handwritten initials]*

INDEXED  
Glyde Tolson

*[Handwritten signature]*  
E. A. Tamm

66-2554-5155  
JUL 16 1946

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols cc Mr. Clegg  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

*[Handwritten initials]*  
JUL 22 1946

THE DIRECTOR

7/10/46

THE JOINT COMMITTEE

*Executive Conference*

SUGGESTION #251

EMPLOYEE: SAC A. C. SCHLENKER  
SAN JUAN FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/19/90 BY SP-SCI/BWP

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That rather than requiring that a supply of all forms be maintained by each office the forms merely be utilized as guides in submitting certain types of communications to the Bureau.

ADVANTAGES:

1. Some of the forms are so rarely used that it would be easier to type the communication than to maintain an appropriate supply.
2. Where a large supply of forms is maintained a revision thereof causes waste and destruction.

DISADVANTAGES:

1. The forms have been adopted after careful study and determination that the frequency of their use will warrant their printing and the maintenance of a supply.
2. A specific example cited by SAC Schlenker while possibly not utilized frequently in his office is utilized frequently in many other offices.
3. Where a form exists it would be wasteful to type out a communication calling for the same information contained on the form.
4. The maintenance of a supply of Bureau forms does not appear to be a problem involving any difficulty whatsoever on the part of a field office.
5. Each office can request the number of forms it requires based upon its experience as to the use of that particular type of communication and proper administration will insure that a wasteful supply is not obtained.
6. Proper use of existing forms affords a great saving in time and money on the part of the Bureau.

RECOMMENDATION: Unanimously opposed.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

PCB:PU

58 JUL 22 1946

RECORDED  
INDEXED  
351

66-2554-5156

*AAA*

THE DIRECTOR

7/11/46

THE JOINT COMMITTEE

SUGGESTION #183

EMPLOYEE: MR. F. S. BAUMHOFF  
BALTIMORE FIELD OFFICE

MEMBERS PRESENT: H. E. Harbo E. E. Conroy  
R. C. Hendon D. Schmidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CJP/DPF

EMPLOYEE SUGGESTS: That specific instructions be issued as to what type of interim reports should be eliminated in accordance with Bureau Bulletin #22, Series 1946, dated April 17, 1946, which instructed that "interim reports which contribute nothing of substance to the ultimate outcome of the case" should not be submitted, and further suggests that the Bureau clarify its requirements as to the handling of simple leads by letter.

ADVANTAGES: 1. Since the instructions submitted are general in nature, they may be variously interpreted by Agents and supervisory personnel.

2. Specific instructions would assist supervisors and Agents in determining just what reports should or should not be submitted or as to just exactly when a letter rather than a report should be sent to an auxiliary office.

DISADVANTAGES:

1. The suggestion contemplates a "blue print" type of instruction to the field and the elimination of all judgment on the part of field personnel.

2. It is impossible to set out item by item instances in which reports should not be submitted or when letters should be used.

3. With the exercise of any kind of judgment, the over-all policy set out in the Bureau instructions can be achieved without further clarification.

RECOMMENDATION: Unanimously opposed and that the attached letter go forward to SAC Hallford.

ATTACHMENTS

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CONFERENCE ACTION:

The Executives Conference on July 15, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long, McCabe and Clegg in attendance was unanimously opposed to this suggestion and in agreement with the Joint Committee that the attached letter go forward to SAC Hallford.

Respectfully,  
For the Conference

Glude Tolson

E. A. Tamm

**EXECUTIVES CONFERENCE CONSIDERATION:**

Unanimously opposed by the Executives Conference on July 13, 1946,  
with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long  
and Rosen in attendance.

OK

Respectfully,  
For the Conference

Clyde Tolson

  
E. A. Tamm

THE DIRECTOR

7/12/46

THE JOINT COMMITTEE

SUGGESTION #258

EMPLOYEE: RACHEL L. GALLAVAN  
PRINCIPAL STENOGRAPHER  
BIRMINGHAM FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CIP/KP

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That the investigative files on Bureau applicants be  
destroyed after a period of five years.

ADVANTAGES:

1. This would save space generally in the office.
2. It would save space presently taken up in the confidential filing section or office safe wherein investigative files must be maintained on those individuals who are employed in the particular office.

DISADVANTAGES:

1. This would set up a special rule as to this type of file which is not warranted.
2. The amount of space to be saved would be negligible.
3. These files are of value as reference material similar to other files in the office.

RECOMMENDATION: Unanimously opposed.

RCH:PJ

EX-48 RECORDED  
&  
INDEXED

66-2554-5158  
JUL 16 1946

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance, considered the above suggestion. In the belief that it might be possible to effect a considerable saving in space without loss of any particularly valuable information in the field, the Conference unanimously recommends that this suggestion be submitted to a representative group of SACs including two or three in which the EPP program was carried on extensively in order to secure their recommendation as to the amount of space that might be saved and the advisability of taking this action.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

The Director

July 12, 1946

The Executive Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/BMP

At a meeting of the Executive Conference July 12, 1946, attended by Messrs. Tolson, Glavin, Rosen, Harbo, Nichols, Tracy and Ladd, the question was presented with reference to the National Intelligence Authority's proposal to mail out questionnaires to aliens arriving in the United States and citizens returning to the United States from points abroad was discussed. The Conference was advised that it is the present intention of the National Intelligence Authority to index all of these names, to submit questionnaires to those who appear from the original information to possess information of value to the intelligence program, and upon the return of these questionnaires to send those which appear to have information of military value to the Army and those containing apparent naval information to ONI, with a request that those agencies interview the individual for more complete details. It was pointed out that the question presents itself as to who should interview the remaining individuals, whether the FBI should insist on its rights to conduct such interviews or whether CIG should be permitted or encouraged to set up investigators for that purpose in this country.

It was proposed that the Bureau should try and effect some distribution of the responsibilities for interviews almost along the lines of our delimitation agreements, with Naval Intelligence to conduct interviews in those cases in which the potential information relates to matters of primary Navy interest, Military Intelligence to conduct those interviews relating to Military objectives, including locations of factories and all other physical topographical and geographical information which might be of potential use in the compiling of bomb targets, etc., and the FBI to conduct those interviews relating to subversive activities, "fifth column", etc.

The Executive Conference was unanimous regarding this latter recommendation.

Respectfully,  
For the Conference

DML:cmw

cc - Mr. Clegg  
Mr. Hendon

Clyde A. Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JUL 19 1946

EX-43

RECORDED  
& INDEXED

66-2554-5/59  
32 JUL 10 1946



THE DIRECTOR

6/28/46

THE JOINT COMMITTEE

SUGGESTION #243

EMPLOYEE: ~~BUIST W. SEATH~~  
CHIEF CLERK, BIRMINGHAM, ALABAMA

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CJP/DM

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the present field office routing slip (Form FD-4) be revised so it could be checked to the Director from the field to substitute for routine letters.

ADVANTAGES:

1. The use of such a routing slip might eliminate the sending of routine letters which take more time to prepare and handle.

DISADVANTAGES:

1. A change in the form as suggested would encourage the substitution of this informal means of communication with the Bureau to a too large extent.
2. In very routine matters such as following up on an expense voucher there is no rule at present prohibiting the sending of the routing slip as now printed to the Bureau.
3. There is very little if any additional effort required for the field to send a brief memorandum to the Bureau with no copies than would be involved in the preparation in longhand relative to the same matter.
4. Routing slips in longhand would probably be illegible in many instances.
5. Except in the exceptional case the use of such an informal method of communication is a sloppy business procedure.

RECOMMENDATION: Unanimously opposed.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously opposed by the Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

THE DIRECTOR

7/10/46

THE JOINT COMMITTEE

SUGGESTION #249

EMPLOYEE: ASAC JAMES C. ELLSWORTH  
LOS ANGELES FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-50/DMF

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the Manual of Rules and Regulations which requires that a stenographer place her initials in the block on the first page of the report marked "file" be revised to require that they place their initials in the block of the lower right hand corner of the report form.

ADVANTAGES:

*\*Stenographer's INITIALS*

1. The report form as presently printed does not have the word "file" contained thereon and therefore the Manual as now worded is confusing.
2. The suggestion would permit the name of an Agent to whom it was desired to send a copy of a transcribed report to be entered on the block so that it could be sent to him without confusing the stenographers initials with those of the Agent.

DISADVANTAGES:

1. There would be still some chance of confusion by placing the initials on the right hand side of the report since it would not be wholly clear as to just what block they should be placed.

RECOMMENDATION: Unanimously in favor of revising the Manual but to provide that the initials of the stenographer be placed in the lower left hand corner of the first page of the file copy of the report. This will be consistent with the practice followed in initialing file copies of letters and other communications and it will in no way be confused with initials on the right hand side of the report which serves as authorization for filing purposes. This will achieve the result desired by the employee making the suggestion.

RCH:PJ

RECORDED & INDEXED  
343

EX-2 66-2554-5116

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference, unanimously agreed with the recommendation of the Joint Committee, those present were Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

58 JUL 24 1946

The Director

July 13, 1946

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 EBP

The Executives Conference consisting of Messrs. Tolson, Rosen, Ladd, Harbo, Tracy, Glavin and Nichols considered the situation which has developed with reference to the property used for our radio station at Anchorage, Alaska.

As a matter of background, the radio station is located on an 8-acre tract of land 3 miles from Anchorage for which we pay a monthly rental of \$15 to the owner of the tract, Mr. Nicholas T. Weiler. This tract is 3 miles from the Anchorage office and according to information furnished the Bureau the city of Anchorage is now moving in that direction and the value of the property is enhanced. As a security measure some time ago a cyclone fence was approved which would cost approximately \$1,500. Recently Mr. Weiler contacted our Anchorage office and pointed out that he was desirous of discontinuing the lease of the property to the Bureau at the rate of \$15 per month. He has not as yet given us written notice to vacate the property which would be necessary; however, he now wants \$50 a month rent or he desires to sell the land to the Bureau for \$2,000. We have recently been informed that former ASAC J. H. Williams who prior to his resignation from the Bureau expressed a desire to buy the property is now endeavoring to purchase the property from the Weilers. The Anchorage office feels that undoubtedly once the property is sold its value would be vastly enhanced by breaking it up into lots. We, of course, cannot object to the sale of the property to Williams; however, \$50 a month rental is an exceptionally good return on a \$2,000 investment.

The conference was unanimously of the opinion that it would be inadvisable to buy the property for \$2,000. First of all, there would be difficulties involved in buying it and the purchase would have to be handled by the Lands Division. Secondly, we might eventually close our Anchorage office or move it which would leave us owning a piece of property. It was the unanimous recommendation of the conference that the Anchorage office be instructed to make a new lease with Weiler for one year with an option to renew the lease for an additional year at a monthly rental of \$50. The matter of fencing the property has previously been approved. A letter to the Anchorage office is attached.

Attachment

LBN:MP

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CC - Mr. Clegg

CC - Mr. Hendon

Respectfully,  
For the Conference

Clyde Tolson

Edward A. Tamm

The Director  
The Executive Conference

July 12, 1946  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/PWF

The Executive Conference, consisting of Messrs. Tolson, Ladd, Harbo, Hendon, Glavin, Rosen, Tracy and Nichols, considered the requests presently being received by the Bureau to participate in city-wide programs. As a matter of background, last winter, in connection with our radio program "This Is Your F.B.I." a city-wide meeting was sponsored in Syracuse, New York, in which the SAC and a couple of agents put on a demonstration. The meetings have been held on a city-wide basis in various communities and from all reports appear to be quite successful. As a result of the publicity which is attached to these meetings, we now have four requests as follows:

1. Jewell Moseley, city editor of the Southeast Missourian at Cape Girardeau, has contacted the St. Louis office requesting a program similar to that put on in St. Louis. This would be under the sponsorship of the paper.

2. Judge Randolph H. Weber, State Circuit Court, Poplar Bluff, Missouri, who is also president of the Southeast Missouri Peace Officers' Association, along with a special agent of the Missouri-Pacific Railroad, has also contacted the SAC at St. Louis requesting a program similar to that above referred to be put on in Poplar Bluff under the sponsorship of the Southeast Missouri Peace Officers' Association.

3. The Buffalo Evening News contacted SAC Wilcox, pointing out that they were having a city-wide program for boys in the Civic Auditorium on Saturday, October 5 or Saturday, October 12. This program would feature exhibits by the fire department, in connection with Fire Prevention Week, and they desired demonstrations by other agencies. The Stadium seats 40,000 people and they hope to fill it. They would like to have a judo demonstration of approximately 20 to 30 minutes duration.

4. Charles A. Guy, editor and publisher of the Morning Avalanche and the Evening Journal, Lubbock, Texas, recently called at the Bureau. Mr. Guy, in discussing this matter with Mr. McGuire stated that his papers desire to sponsor a similar meeting in Lubbock on a city-wide basis.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

The Conference has considered various angles as to the methods by which to handle the meetings. The majority of the Conference, consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Ladd, and Rosen, felt that such participation in these meetings in the future, including those meetings connected with the radio program

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166-2554-5163

Memorandum to The Director - Page two

should be arranged by a representative of the American Broadcasting Company and the District Manager of the Equitable Life Assurance Society and should be limited to the extent that no travel would be involved. In other words, the majority of the Conference was of the opinion that our agents in the field should represent the Bureau in the city-wide meetings, that participation in meetings outside of the headquarters cities should be limited to a speech by the SAC, without travel by the agents to put on a judo exhibition.

Messrs. Harbo and Nichols were of the opinion that the governing rule should be the availability of personnel and that if the meetings outside of headquarters cities could be handled by the local office conveniently that these should be accepted within the limits of available personnel.

The entire conference was unanimous in the belief that every meeting would have to be decided on its merits.

If the majority view is adopted, proposed meetings at Cape Girardeau, Poplar Bluff, Missouri, and Lubbock, Texas will be declined. If we have judo experts in the Buffalo office, we will accept the invitation of being sponsored by the Buffalo Evening News.

Respectfully,  
For the Conference

Clyde Tolson

*Eat*  
E. A. Tamm

LEB:JEJ

cc - Mr. Clegg  
Mr. Hendon

*I share minority view  
but very careful judgment  
should be exercised*  
*H.*



THE DIRECTOR

65086

RE: INVESTIGATIVE CONFERENCES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

CIVIL AIRCRAFT ACT, Section 62, Title 49, U.S.C.

DATE 12/13/90 BY SP-5CJ/PA

The Executive Conference July 1, 1946, with Messrs. E. A. Tamm, Glavin, Rosen, Ladd, Tracy, Nichols, Clegg, Ladd and Egan in attendance approved the following recommendations:

The question of action by the Bureau of Investigative Jurisdiction over certain violations of the Civil Aircraft Act has been discussed and to request each of the Bureau of Investigative Jurisdiction under the Act. These requests have been made from field representatives of the Civil Aircraft Authority to our field divisions. The Division of Investigation has been conferring with representatives of the Civil Aircraft Authority in order to determine what plans have been made by them to establish an investigative agency or to otherwise fulfill an enforcement of their authority.

The Bureau can proceed to handle certain violations as it would seem should be handled in line with our basic jurisdiction. Before a final conference is had with the Authority toward the recommendation of the Conference which considered this question during March, 1946, is being considered. It was previously recommended that in anticipation of potential expansion of air carrier law violations resulting from the Civil Aircraft Act could occur and it was indicated in order to obtain primary jurisdiction and undertake investigation of violations it would be well to handle those violations relating to false certificates and violations involving airplane accommodations, which takes it as offense for any representative of an air carrier to permit anyone to obtain transportation of more or less than the rates in effect, which violations are closely allied to violations presently being investigated by the Bureau.

RECOMMENDATION: Although many criminal violations are defined in the Act most of them involve a failure to create a subpoena or to produce records or divulge confidential information and they are allied with investigative matters rather than with matters which the Bureau could wish to handle.

It is, therefore, recommended that violations should be handled (1) involving the forging, counterfeiting or alteration of forged certificates of the type authorized to be issued by the Civil Aircraft Authority, also as Section 62 (b), Title 49, U.S.C. and (2) violations involving airplane accommodations, which relate to Section 62 (d), Title 49, U.S.C. which takes it as offense for any representative of an air carrier to permit anyone to obtain transportation at more or less than the rates in effect.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Walter J. Clegg

E. A. Tamm

62-JUL 22 1946



pe  
THE DIRECTOR

7/10/46

THE JOINT COMMITTEE

SUGGESTION #250

EMPLOYEE: ASAC JAMES G. ELLSWORTH  
LOS ANGELES FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CIB/MS

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau's experience in handling various problems be incorporated into the Manuals with specific items of suggestions.  
*Manuals of Internal Security*

As an example Mr. Ellsworth cites that while the Manual provides only that a letter should be sent to the Bureau when an office desires to obtain income tax data he was recently instructed by the Bureau after submitting such a letter to furnish additional identifying information concerning the individual with advice that the Bureau's past experience reflects that such requests for tax information are handled with greater efficiency and speed if certain background data were furnished.

RECOMMENDATION: The Conference was unanimously in the belief that no action is necessary. The Bureau presently follows the practice of incorporating in its Manual its experience and suggestions where deemed advisable. It should have been obvious to the Los Angeles Office in submitting the letter for income tax data to furnish proper identifying data on the individual to distinguish him from other persons of the same name who have filed income tax returns. This would appear to be an elementary point that should be controlled by good judgment without more detailed rules covering the matter step by step.

RCH:PJ *eg*

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance, unanimously agreed with the Joint Committee that no action is necessary.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

*Mr. Clegg*

58 JUL 22 1946

*RECORDED & INDEXED*  
*66-255-5165*  
*5/16/5*

June 25, 1946

*hs*  
SAC, St. Paul

Personal and confidential

RE: COMMUNIST SUPERVISOR  
ST. PAUL FIELD DIVISION

Dear Sir:

The Bureau has considered your request for a Communist Supervisor contained in your communication of June 10, 1946

From the information furnished in your aforementioned communication, it does not appear that the assignment of a Communist Supervisor to the St. Paul Division could be justified at this time. However, in the event of pending work in your division materially increasing, the Bureau will be happy to again consider your request.

Very truly yours,

DECLASSIFIED BY SP-SCI/JHF  
ON 10/18/98

John Edgar Hoover  
Director

*0*  
The Executive Conference of June 20, 1946, consisting of Messrs. E. A. Tamm, Ladd, Clegg, Harbo, Quinn Tamm and Glavin approve the forwarding of the above communication to St. Paul Office.  
WRG/dmb

COMMUNICATIONS SECTION  
JUN 26, 1946

RECORDED  
&  
INDEXED  
57

*u*  
*3577*  
66-2554-5166  
F B I  
61 JUL 15 1946

EX-7

57 JUL 30 1946

ORIGINAL COPY FILED IN

## OFFICE MEMORANDUM

UNITED STATES GOVERNMENT

TO: THE DIRECTOR

DATE: June 18, 1946

FROM: A. ROSEN

SUBJECT: INTERSTATE TRANSPORTATION OF OBSCENE MATERIAL - ALL INFORMATION CONTAINED  
SUBMISSION OF OBSCENE EXHIBITS TO BUREAU - HEREIN IS UNCLASSIFIED  
INVESTIGATION OF CASES DATE 10/18/90 BY SP-50/bw

Attached is a proposed Bureau Bulletin setting forth the requirement that all obscene exhibits obtained by Special Agents be immediately submitted to the Bureau as soon as they are received and prior to presenting the facts or the obscene materials to the appropriate U. S. Attorney for a prosecutive opinion. This Bulletin points out the necessity for having obscene materials reviewed at the Bureau regarding their obscenity and for comparison with and inclusion in the Obscene File.

Instructions are issued to develop for prosecution only those cases involving definitely obscene materials and to refrain from conducting investigation of "Varga Girl" or "nudist magazine" cases. The responsibility of the Special Agent in Charge for obtaining proper publicity in appropriate cases is also stipulated and that care must be exercised to insure that no embarrassment will result in connection with searches and seizures of evidence is emphasized.

RECOMMENDATION

RECORDED

1. That the attached Bureau Bulletin be approved for distribution.

EX-18

2. That the contents of this Bulletin be incorporated in Section 39C of the Manual of Instructions and Part 3, Chapter 42 of the FBI Handbook for Special Agents.

Attachment ADDENDUM: AR:WW 6/19/46 Approved by the Executive Conference today  
with Messrs. Tamm, Glavin, Hendon, Quinn Tamm, Harbo, Nichols, Clegg  
Ladd and Rosen in attendance  
Director's notation: "O.K.H"

59 JUL 9 1946

66-2534-510

THE DIRECTOR

July 3, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 ubh

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, McCabe, Hendon, Nichols, Tracy, Harbo, Clegg and Glavin considered a suggested bulletin to all Special Agents in Charge concerning the signing of an affidavit by all employees to the effect that such employees would not associate with or are not now associated with any organization which asserts the right to strike against the United States Government. The Conference approved the attached bulletin to all Special Agents in Charge.

For the Director's information, it would be necessary that such affidavits be secured from all employees to come within the limitations of the appropriation which includes phraseology prohibiting the payment of salary to any individual who asserts the right to strike against the government or who belongs to an organization that asserts the right to do so.

Respectfully submitted,  
FOR THE CONFERENCE

Glyde Tolson  
Chairman

E. A. Tamm  
Secretary

WRG:LRD

Attachments

CC - Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

57 JUL 23 1946

RECORDED  
&  
INDEXED  
48 JUL 18 1946

EX-2

ORIGINAL FILED IN 66-16335-24

THE DIRECTOR

July 17, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CIB/H

The Executive Conference of June 14, 1946, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Hince, Hendon, Nichols, Harbo, Quinn Tamm and Glavin considered a suggestion that the attached meritorious service scroll be awarded to Special Agent James G. Findlay.

For the Director's information, Special Agent Findlay will complete 35 years of service on August 29, 1946. It will be recalled that the Director presented the 30-year key to Mr. Findlay at a National Academy Graduation. There are no keys for 35 years of service. The Conference therefore recommends that the Director might wish to award Findlay a certificate such as the sample attached. This certificate could be reduced in size and signed by the Director and forwarded to Findlay for presentation by his Special Agent in Charge on his 35th Anniversary.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

cc: Mr. Hendon  
Mr. Clegg

RECORDED & INDEXED  
343

EX - 22

66-2554-5168  
JUL 18 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

13 1946

THE DIRECTOR

7/13/46

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 CJB/HF

The Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Long and Tracy, on July 11, 1946, considered a suggestion of Agent Supervisor W. Wade Brownell that a former Bureau bulletin be re-issued.

It appears the field has become lax in furnishing full and complete information in instances where they desire a search be made by the Identification Division to obtain military and seaman records.

The Conference unanimously recommends that Bureau Bulletin #59, Second Series 1943, Sub-section G, a copy of which is attached, be re-issued.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg  
Mr. Hendon

RECORDED  
&  
INDEXED  
342  
EX-7

66-2554-5169

31 JUL 18 1946

SJT:db

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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66-2554-5169  
30 JUL 19 1946

76



The Director

July 13, 1946

The Executive Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/15/90 BY SP-5 CIB/HF

At a meeting of the Executive Conference July 12, 1946, attended by Messrs. Tolson, Glavin, Rosen, Harbo, Nichols, Tracy and Ladd, the Conference was advised that a request has been received from the Lands Division of the Department for an investigation looking toward the location of 4,154 defendants who are involved in condemnation suits amounting to \$3,803,315.00; that the Lands Division has stated that the mere location of the defendants would be of little value. The Lands Division has requested that at the time the Special Agents conduct the investigation to locate these individuals, they carry with them a summons and complaint which will be prepared by the attorneys in the Lands Division to be served on each individual at the time he is located. They also requested that the Special Agents of the Bureau carry with them a form of stipulation, which will be prepared by the attorneys in the Lands Division and which will show the amount of money the government is offering for the property which has been condemned and which is owned by the defendants, and that the Agents request the defendants, if the price made by the government is agreeable, to sign this stipulation. In the event a defendant is not willing to accept the government's price, he will merely so indicate to the Agent and the stipulation will not be signed, which will permit the defendant to take his case to court in an effort to secure the price which he feels is fair.

It was pointed out to the Conference that this procedure has not been followed by the Bureau in other cases in the past, but that the Lands Division has recently indicated that they desired the FBI to handle all investigations for them. They feel that this procedure will save considerable time and money for the government, inasmuch as once the Agent locates the defendant it will be an easy matter for him to hand the defendant the necessary paper and will eliminate the need for the Marshal or Lands Division attorneys going out and relocating any of the defendants.

The Conference was unanimously in favor of acceding to the request of the Lands Division, and in the event you approve of the action of the Conference, Mr. Bazelon of the Lands Division will be so advised and the Los Angeles Office will be so instructed.

Respectfully,  
For the Conference

Clyde A. Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Clegg  
Mr. Hendon

RECORDED & INDEXED  
343

67-XH

DML:cmw

h  
The Director  
The Executive Conference

July 12, 1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5ci/OMF

At a meeting of the Executive Conference on July 12, 1946, attended by Messrs. Tolson, Glavin, Rosen, Harbo, Nichols, Tracy and Ladd, the inquiry of Colonel Forney as to whether the FBI was willing to assume counterintelligence coverage of all of Alaska was discussed. It was pointed out that Colonel Forney had informed the Liaison Section of the Bureau that a top secret report had been received indicating that as a result of the Canadians activities in the Corby case, the Russians were doubling their efforts to place agents in Greenland and Alaska. It was further pointed out that at the present time the Army has jurisdiction in the Aleutian Islands and a small section of Alaska. The Conference was advised that in the early days of the war, the Navy had this jurisdiction in view of the fact that it was impossible for the Bureau Agents to get out to the islands and isolated points without the use of boats; that as the Army increased its activities in Alaska during the war they took over the jurisdiction for that portion of Alaska.

Messrs. Tolson, Glavin, Rosen, Harbo, Nichols and Ladd recommend that the Bureau not agree to any change in the delimitation agreement giving the Bureau jurisdiction in intelligence matters over all of Alaska; first, because of lack of personnel in Alaska and second, for the reason that access to the Aleutian Islands and that area now handled by the Army would be difficult without the use of boats or planes, neither of which the Bureau has.

Mr. Tracy recommends that the Bureau assume full jurisdiction. He pointed out that if we do not do so, the National Intelligence Authority may work itself into this picture.

RECORDED  
EX-9  
166-2554-5171  
IF B II  
Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_  
DML:cmw

cc - Mr. Clegg  
Mr. Hendon

58 JUL 22 1946

Get more details from  
Alaska before we decide  
this.

THE DIRECTOR

7/17/46

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/16/90 BY SP-5 CJP/HF

The Executives Conference on July 9, 1946, those present being Messrs. Tolson, Tracy, Hendon, Tamm, Nichols, Harbo, Ladd, Rosen and Clegg, gave consideration to a further observation offered by SAC Rhodes of St. Paul to the expenditure of \$528 for installing a celotex ceiling in the typing room of the St. Paul Office. Inspector Naughton had recommended that such installation be made to lessen the noise in this room and the experience of the Bureau has been that such action did serve to improve the working conditions of employees.

Rhodes objected to the Inspector's recommendation and wrote the Bureau accordingly. The Executives Conference unanimously recommended, and the Director approved, that this celotex ceiling be installed and SAC Rhodes was advised accordingly on June 10, 1946.

Rhodes now forwards another letter of protest citing the Bureau letter of May 2, 1946, advising that the Bureau's appropriation was in a precarious status and suggesting the curtailment until after July 1 of expenditures wherever possible. The Bureau's instructions were that this improvement was to be made after July 1.

Mr. Rhodes is of the opinion that the cost of the installation would exceed the benefits to be derived therefrom; that the celotex ceiling would not sound proof the room; and that to install sound proofing cork would cost \$2,000 and the \$528 expenditure would be impractical. He does not believe that either the \$528 or the \$2,000 expenditure should be made. He also pointed out it is understood the Department of Justice would at some time in the future erect a building in Minneapolis. He does not know when construction will start, however.

The Executives Conference recommended that the attached letter be sent to Rhodes explaining that such installations have been found helpful in improving working conditions of employees but in view of the nature of his objection, the Bureau is yielding to his recommendation.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

EX-1

36 JUL 22 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

Hendon

Clegg

70 JUL 25 1946

THE DIRECTOR

EXECUTIVES CONFERENCE

7/17/46

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/70 BY SP-5 EIB/HF

The Director has approved at some date after July 1 the selection of three qualified Chief Clerks from field offices to come to Washington and to make a study of the clerical operations at the Bureau with a view to making recommendations for their improvement. This was predicated upon an initial suggestion by SAC Wilcox of Buffalo that selected Chief Clerks make a study of certain clerical operations and the instructions were that this should be extended to cover the full scope of clerical operations at the Seat of Government.

The Executives Conference on July 9, 1946, those present being Messrs. Tolson, Tracy, Hendon, Tamm, Nichols, Harbo, Ladd, Rosen, and Clegg, unanimously recommended that the following Chief Clerks be instructed to report to Washington for such assignment for a period of two weeks beginning Monday, August 12, 1946.

1. Chief Clerk Anne C. Pelton, Buffalo
2. Chief Clerk Forney Michael, Charlotte
3. Chief Clerk Marguerite L. McManus, Washington Field

Alternate: Chief Clerk Louise Connolly, Boston

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

HUC:ER

RECORDED  
&  
INDEXED  
342

66-2554-5173

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 JUL 26 1946

EDM:mas

Mr. Jones

June 17, 1946

L. D. Mason

Suggestions

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 C. D. H.

Pursuant to the Director's recent letter requesting suggestions which would help save work, the writer offers the following thoughts:

A large volume of the work of the Correspondence Desk in the Crime Records Section is presently handled by means of form letters. A sample form letter is attached. For the most part these form letters are addressed to the Chief Inspector of the Post Office Department, the Bureau of Internal Revenue and the Secret Service.

Rather than require a typist to type identical headings to these three agencies on letter after letter each day, it would seem to be an economy to actually have the titles of these three agencies printed right along with the rest of the form letter so that only one or two lines of typewritten material need be added.

There would be no difficulty attached to having the three different form letters, for one typist handles all of the form letters dispatched from this section.

If approved, this suggestion will save typists' time which can be devoted to other phases of Correspondence work.

The sample form letter attached has a red circle drawn around the part which the writer feels should be printed on the document rather than be typed.

1 ENCL.  
first with  
original

RECORDED  
&  
INDEXED

166-2554-5174  
F B I  
JUL 23 1946

Attachment

ADDENDUM: 6-20-46 LBH:UP.

of Messrs. Tamm, Q. Tamm, Ladd, Rosen, Hendon, Harbo, Clegg and Nichols approved the attached form.

The Executives Conference consisting

INITIALS ON ORIGINAL

52 JUL 31 1946

ORIGINAL FILED IN 66-2554-5174

Director, FBI

July 3, 1946

SAC, Los Angeles

CELEBRITY INFORMATION AND RESEARCH SERVICE, INC.

Reference is made to Bureau letter of May 14, 1946, requesting that after July 1st this office submit its request for a subscription to Celebrity Information and Research Service, Inc.

Under date of April 24, 1946, this matter was submitted for the Bureau's consideration inasmuch as this office has a great many requests to interview various celebrities from all over the country who come to the Los Angeles area. This service will greatly facilitate the location and presence of these persons in our area, and it is definitely believed it will be of considerable value. The charge for this service is \$15 a month. The information is available by telephone, and the files of the concern are available to the subscribers for general information about various celebrities.

RBH:MDL  
80-0

*Executive Conference*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CJS/ATP

RECORDED & INDEXED  
343

EX - 50

66-2554-5175  
F B I  
48 JUL 23 1946

INITIALS ON ORIGINAL - 8

*Postcard*

ORIGINAL FILED IN 66-28-



COPY: FC

RECORDED

TELETYPE  
EX-57

July 17, 1946

66-2554-5175

SAC, Los Angeles

RE: CELEBRITY INFORMATION AND  
RESEARCH SERVICE, INC.

Dear Sir:

Reference is made to your communication of July 3, 1946, concerning the above-mentioned matter wherein you suggest the Bureau approve your executing a contract with that service which would permit your office to utilize its facilities in locating certain individuals within your territory. It is noted that the services will cost \$15.00 a month.

The Bureau approves your securing such service, and, since it will be of a continuing nature, the appropriate contract should be executed by you and forwarded to the Bureau for final consideration.

Very truly yours,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-501 bwp

John Edgar Hoover  
Director

WRG:dmb

The Executive Conference of July 15, 1946, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Ladd, Nichols, Long, Hendon, Clegg, E. J. McCabe and Glavin approved the forwarding of the above communication to the SAC at Los Angeles.

COMMUNICATIONS SECTION  
JUL 17, 1946

63 AUG 2 1946

ORIGINAL FILED IN 66-2554-5175-111  
Destroyed

# THE DIRECTOR

July 19, 1946

THE JOINT COMMITTEE

SUGGESTION #192

EMPLOYEE: SA PETER NORVILLE  
BIRMINGHAM FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/18/90 BY SP-5

**URGENT PRIORITY**

R. T. Harbo  
R. C. Ender

E. E. Conroy  
E. Schmidt

EMPLOYEE SUGGESTIONS:

These conferences of Communist supervisors be held semi-annually.

### ADVANTAGES:

1. This is a highly specialized type of investigative activity with changing policies and it is most helpful to the field supervisory staff to receive direct instructions from the Seat of Government in such a conference in order to keep acquainted with up-to-date trends and policies.

### DISADVANTAGES:

1. Such conferences every six months would require a great deal of travel and expense on the part of the supervisory personnel.
2. Such conferences would too frequently take the men away from their regular supervisory work in the field working to the disadvantage of the Bureau.
3. Such conferences can easily be called when in the Bureau's judgment they would serve a need.

## REGIO FOUNDATION:

Unanimously opposed in the belief that the present policy of the Bureau to call conferences of these and other supervisors when the facts warrant is more sound.

RCHE/CL

RECORDED

## INDEXED

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 23, 1946,  
with Messrs. Tamm, Ladd, McCabe, Long, Hendon, Tracy, Glavin,  
and Nichols in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

olson  
A. Tamm  
legg  
lawin  
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acy  
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repa  
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ndon  
unington  
inn Tamm  
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**FILE**

London

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JUL 29 1946

THE DIRECTOR

July 19, 1946

THE JOINT COMMITTEE

SUGGESTION #193A

EMPLOYEE: MR. J. F. TROST  
ATLANTA FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo L. E. Conroy  
R. G. Hendon E. Scheidt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CJS/MTF

EMPLOYEE SUGGESTS: That instead of requiring that Special Agents in small groups be given technical training during the course of each quarter that the semi-annual technical conferences be extended in length to provide more and concentrated training.

ADVANTAGES:

1. The present requirement makes it necessary to get equipment out frequently during the course of the year which takes time and is not orderly.
2. Less time would be expended by the Agents in such training if afforded to them twice a year rather than in smaller groups through the course of the year.

DISADVANTAGES:

1. Experience has shown that the Agents are in need of training in the technical equipment and this can better be afforded in small groups with the opportunity for individual instruction and practice.
2. The present schedule was only recently adopted because of the recognition of the need for more training in the use of technical equipment on the part of individual Agents which was not successfully furnished to them in the group conferences previously held four times a year.

RECOMMENDATION: Unanimously opposed.

RECORDED

EX-48

INDEXED

RON:WL

EXECUTED BY CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 22, 1946, with Messrs. Tamm, Ladd, McCabe, Long, Hendon, Tracy, Glavin, Clegg and Nichols in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Miss Gandy

Clegg  
Hendon

JUL 30 1946

THE DIRECTOR

7/22/46

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 C/BMF

SUZANNE

By memorandum of July 17, addressed to Mr. Tolson and Mr. Harbo, you raised a question as to the examinations made by the Bureau in the Degnan case of Chicago. As a matter of information these examinations have been of two types, (1) single fingerprint examinations made by the Identification Division, and (2) document examinations performed by the Laboratory.

On request of the Chicago Police Department approximately 150 comparisons of the fingerprints of suspects were made with the latent fingerprints developed by the Bureau on the ransom note in the Degnan case without effecting an identification. On June 29, 1946, the fingerprints and palm prints of William Heirens were received from the Chicago Police Department with advice that its fingerprint expert had detected seven or more points of similarity in the fingerprints of Heirens when compared with latents from the note. This identification was confirmed by the Single Fingerprint Section and in addition an identification was made with the palm prints. Further on July 13, 1946, an identification was made between prints of Heirens and a photograph of a latent print developed in the room of Frances Brown who was murdered in 1945 in Chicago. This likewise was confirmatory of a tentative identification made by the Chicago Police Department fingerprint expert. In both instances news stories given out by the Chicago authorities credited the Bureau with the identifications made. Advice has further been received from the Chicago Police Department that testimony of the fingerprint experts of the Bureau would probably be desired at the trial.

With reference to handwriting work, since January 17, 1946, many specimens of known handwriting of suspects were submitted to the Laboratory and a total of 67 suspects were eliminated when their writing was compared with the writing on the ransom note. However, the handwriting of William Heirens has never been submitted to the Laboratory although a news story of July 6, 1946 attributed to officials of the Chicago Police Department indicated that such specimens would be so submitted. Other news stories on this matter have made reference to the fact that Herbert Walters, a Chicago handwriting expert, was examining the Heirens handwriting. It has been determined from SAC McSwain at Chicago that Walters came to Chicago from Canada about 25 years ago. He has no connection with the Chicago Police Department but is recognized

as a document expert who has testified in both state and federal courts on a number of occasions and is reputed to be the best of six commercial handwriting experts in Chicago. According to McSwain, when Heirens was picked up as a suspect in the Degnan case, State's Attorney Touhy instructed that the handwriting work as it pertained to Heirens be turned

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 JUL 26 1946

EX-48

INDEXED

over to Walters who is handling the comparisons and being paid at the rate of \$100 per day. It is not known whether he has rendered any conclusions thus far.

From the above it would accordingly appear that we have been called upon to handle the fingerprint work and we handled the handwriting comparisons until the prime suspect was arrested, at which time Walters was called upon.

The Executives Conference consisting of Messrs. Tamm, Ladd, McCabe, Long, Tracy, Glavin, Clegg, Nichols and Hendon unanimously recommends that in view of the above facts we decline to perform any additional document work in connection with the Degnan or any of its related cases in which Heirens is apparently involved upon the basis that to do so would be duplicatory of the efforts of the document expert which they have previously employed. The Conference was of the opinion, however, that we should continue to perform fingerprint work or other Laboratory examinations besides document work which might be referred to the Bureau by the Chicago Police Department in this particular case with the specific understanding that similar examinations were not being referred to any other Laboratory or individual.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

I don't like this situation at all. We have been used as a "doorman". Why wasn't the Laboratory alerted to this? If I hadn't raised the question I assume we would have continued to allow them to push us around. We will make no further examinations in this case of any kind. They are not going to be used for part of our case particularly if we render it free.

H.



122  
TO: DIRECTOR

FROM: THE EXECUTIVES CONFERENCE

SUBJECT:

DATE: 7/22/46

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5CJ/pms

The Executives Conference consisting of Messrs. Tolson, McCabe, Parsons, Ladd, Clegg, Tracy, Glavin and Nichols considered the following matters in connection with the moving of the Washington Field Office to the Bureau Headquarters:

1. From time to time the Washington Field Office will ask for Bureau files. Prior to moving the Field Office out of the Department Building before the war the rule in effect was that the Field Office would request files only through the SAC. There have been a few instances which have arisen since the Field Office came back to the Bureau wherein either Mr. Hottel or Mr. Hennrich has called for files and these requests have been honored. The conference was unanimously of the opinion that the Washington Field Office should be treated exactly as any other Field Office is treated in connection with information contained in the Bureau's files - namely, if they want any information from Bureau files requests should be made of the Bureau and we will then furnish memoranda giving the information desired. In other words, files will not be made available to the Field Office.

2. Files space used by the Washington Field Office is contiguous to the space utilized by the Bureau's Files Section and Field Office employees going to their section must go through the Bureau's section. The conference was unanimously of the opinion that the authorized employees of the Washington Field Office should be provided with badges to be worn when entering the Bureau's space occupied by Files.

A letter is attached to the Field Office.

Respectfully,  
For the Conference

Attachment

Clyde Tolson

Edward A. Tamm

CC - Mr. Clegg

CC - Mr. Hendon

LBN:MP

70 JUL 29 1946

RECORDED

INDEXED

EX-43

66-2554-5779

1-10-2-48



THE DIRECTOR

July 11, 1946

THE JOINT COMMITTEE

SUGGESTION #256

EMPLOYEE: SAC E. A. SOUCY  
BOSTON FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/93 BY SP-3 EIB

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the project of removing excess copies of reports from closed files be modified so as not to require the pulling of such serials from all files but only from those files of a bulky nature.

ADVANTAGES:

1. SAC Soucy cites the fact that of the 179 four drawer file cabinets and 41 five drawer cabinets in his office the project has been completed in all but 15 four drawer cabinets and that an estimate of the space saved as a result will not exceed 2 four drawer file cabinets which, in his opinion, is out of proportion to the time spent on the work.

2. The greater saving of space is realized in those files in which numerous reports have been submitted and but little saving can be realized in a great number of cases consisting of only two or three small serials.

3. A quick survey of each file drawer would quickly indicate from what files therein serials should be destroyed.

4. At the Charlotte Office 334 clerical hours have been spent in pulling the duplicate serials from 12,332 files while there are in the office over 70,000 closed cases, thus approximately 17% of the work has been completed, with an additional 1,570 clerical hours necessary to complete the project. The Chief Clerk of that office has indicated that no space has been saved as represented by actual file cabinets although the material in the drawers which before was "a little crowded" is now "loosened up" to the extent that two or three more files might be placed in them if necessary.

5. A great portion of the space in the closed files is taken up by the heavy file, front file back and the necessary space occupied by the acco fastener, which space can not be reduced by the destruction of serials contained within the files.

6. When serials are removed from a small file the amount of space saved, if any, is negligible because the acco fastener having previously been bent will naturally bend at the same place after the serials have been removed.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

29 1946

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7. The experience at Charlotte indicates that this project as presently being carried out is a very expensive one and the benefits won are very negligible in comparison to the expense.

8. The proposal of SAC Soucy could be carried out very easily and economically and the benefits in relation to the effort extended would be much higher than they are under the project as presently being carried out.

#### DISADVANTAGES:

1. The suggestion would create a lack of uniformity and unless it were required that a notation be placed on the remaining copy of the serials in those files from which copies have been destroyed it could not be determined in an office how many copies of any particular serial would be on hand. This would lead to confusion and lax practices on the part of the Agents and clerical personnel. There would be missing serials, a temptation to destroy the legitimate chargeout slips and a temptation for personnel to retain serials in their permanent possession.

2. It is felt that a lack of saving of space in the Charlotte Office is due to the fact that the files have not been consolidated after the serials were pulled and that a saving has been realized in that over crowded drawers now permit expansion.

3. SAC Conroy has found that the project has saved an estimated 15% of space in his office which is very substantial when considering the number of closed files on hand. In this regard he has not yet in the project reached the classification of cases in which the files are bulky. For example, the kidnapping classification.

4. In the WFO the project is now ~~55%~~ completed, and will be ~~finished by June 1966~~. Although the space, as in Charlotte, has not been consolidated since the serials were destroyed an estimate of the minimum of 14% of closed filing space has been saved. The ASAC at Anchorage expressed the opinion that the project has been worthwhile and convenient in that office in view of the move which they must make into less space.

5. It is bad practice to leave a project of this type to the discretion of 52 different Special Agents in Charge since there would be 52 different results realized.

6. Once the initial work on the project has been completed and it is near completion in many offices a saving for all time will have been realized and the work required to keep it up to date will not be burdensome or expensive.

RECOMMENDATION: Mr. Scheidt is in favor of the suggestion.

Messrs. Conroy, Harbo and Hendon are opposed and recommend that the project be completed as originally ordered.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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**EXECUTIVES CONFERENCE CONSIDERATION:**

The Executives Conference on July 23, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long and McCabe in attendance, was unanimously opposed to this suggestion and recommended that the project be completed as originally ordered.

Respectfully,  
For the Conference

Olyde Tolson

E. A. Tamm

CC - Mr. Clegg

THE DIRECTOR

7/19/46

THE EXECUTIVES CONFERENCE

RETURN OF FINGERPRINTS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/10/10 BY SP-5 CIB/HF

X Ident Matter

The Executives Conference on 7/16/46, those present being Messrs. Tolson, Tracy, Glavin, Ladd, Long, McCabe and Clegg considered the memoranda prepared by Mr. Carlson dealing with the subject of returning fingerprints in the event an individual is acquitted of the charge for which he was arrested and fingerprinted.

The following provisions were considered:

1. The attached proposed memorandum to be sent to the Attorney General supports the proposed circular to be sent by the Attorney General to U. S. Marshals and U. S. Attorneys advising that fingerprint records will not be returned or destroyed. The basis of the memorandum is that the taking of the fingerprint and photographs is a necessary investigative step which is considered an absolute right and not a conditional right; further, that the fingerprints and photographs so taken become an essential part of the official record which may not be returned or destroyed in keeping with the statutory provision concerning the disposition of official records; further, that the persons photographed and fingerprinted and subsequently acquitted are not harmed or prejudiced by the existence of the photograph and fingerprints since it is the indictment and the arrest which develops any stigma rather than the taking and maintenance of fingerprints, particularly if instructions are issued that dispositions should be promptly reported and recorded and that the mere fact that fingerprints have been taken does not connote the commission of the crime charged.

Messrs. Ladd, Glavin, Long, Tracy and Clegg believe this to be the logical, legal and proper view to take of this matter and recommend the transmittal to the Attorney General of the attached memorandum.

RECORDED & INDEXED 66-2554-5187

2. A second proposition considered was that the Attorney General make known to U. S. Marshals and U. S. Attorneys that fingerprints will be returned when the subject has been acquitted, the case nolle prosequi or otherwise dismissed if the Federal Judge issues a court order for the return and ultimate destruction of the fingerprints based upon the specific arrest for the offense for which the subject was acquitted or the case dismissed. Although this would probably require the payment of some fee to a lawyer to apply for the court order it was pointed out that this procedure would prevent the Bureau being placed in a vulnerable position of making an absolute recommendation against the return of fingerprints under any circumstances and yet it would set up a method of screening and thereby make more difficult than at present the obtaining of the return of a set of fingerprints and perhaps lessen the number which would be returned when compared with the present system.

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Miss Gandy

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Those favoring this procedure were Messrs. Tolson and E. J. McCabe.

3. It was proposed that a memorandum be directed to the Attorney General stating that since the courts had taken cognizance of this matter in the case entitled U. S. vs. Kelly that the matter was one of law rather than administrative decision and that the Bureau therefore believed that the question of law should be resolved by the Attorney General and the Bureau would follow the Attorney General's decision in the matter. This would avoid entering into the argument.

All were opposed to this suggestion.

4. It was proposed that a memorandum be sent to the Attorney General recommending that the present system be continued since it appears that there has been no criticism directed against the Bureau because of the present system and there are not a large number of fingerprints being returned under the system presently in practice. Under the present system if the defendant or his Attorney communicates with the Department requesting the return of fingerprints because of acquittal or dismissal, the Department will consider the merits of the case including whether the subject has a previous criminal record and will decide each case on its own merits. Under this system Mr. Carusi, who usually made the decisions, at times ruled that they should not be returned and at other times rules that they should be returned. Judge Holtzoff ruled rather consistently when he had this responsibility that the fingerprints should not be returned. This would depend upon the attitude of the particular official handling the case.

Mr. Clegg favored this as an alternative in the event the first suggestion was not approved. Mr. Tracy favored this as an alternative if the first provision was not approved with the further provision that U. S. Attorneys be told to resist any attempt to obtain a court order since the obtaining of a court order would set legal precedence which might become too largely followed.

5. Mr. E. A. Tamm suggested that the Attorney General be requested to refer this matter to the Judicial Conference next meeting in Washington and in the event the Judicial Conference would not render a decision on the matter that the Attorney General refer it to the Senate Judiciary Committee for their consideration.

It should be noted that the proposed circular to U. S. Attorneys and U. S. Marshals by the Attorney General and the entire discussions above outlined relate solely to fingerprints in Federal cases.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Hendon

HHC:PJ

Mr. Clegg

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U.S. DEPT. OF JUSTICE  
COMMUNICATIONS SECTION

*W*  
**TELETYPE**

*Confidential*  
FBI, WASHINGTON DC

7-16-46

5-29 PM

NAT

SAC, LITTLE ROCK

U R G E N T

RE-REURLET JULY TWELVE, FORTYSIX, OPA RATION RECORDS. BUREAU  
SEES NO ADVANTAGE TO YOUR TAKING OVER RECORDS OF OPA. YOU ARE  
INSTRUCTED TO REFRAIN FROM ACCEPTING THESE RECODSXXX RECORDS.

HOOVER

*66-2354-5182*  
END

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DATE 10/14/90 BY SP-5C: bnr

OK FBI LR HHT

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*66-2354-5182*  
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EX-52

58 JUL 24 1946

51 AUG 5 1946

ORIGINAL COPY FILED IN 66-2354-5182



THE DIRECTOR

7/11/46

THE JOINT COMMITTEE

SUGGESTION: #254  
EMPLOYEE: SAC EDWIN J. FOLTZ  
PHOENIX FIELD DIVISION

ALL INFORMATION CONTAINED  
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DATE 10/18/90 BY 8-501/PH

The question was raised as to whether formalized rest periods should be established throughout the field offices for clerical employees. The Phoenix Office pointed out that employees of Veterans' Administration in the same building with the field office were at present allowed fifteen minutes each morning and afternoon to obtain soft drinks and refreshments and it was pointed out that the extreme heat in Phoenix made it desirable to afford the employees an opportunity to obtain a cold drink of some type during the morning and afternoons. As a result the Phoenix Office was previously authorized to permit an outside individual to send in cold drinks for the Phoenix Office Staff twice a day since a vending machine was not available.

The Joint Committee composed of Messrs. R. T. Harbo, R. C. Hendon, E. E. Conroy and E. Scheidt feel that there is no need for a formalized rest period. In the vast majority of offices the staffs are not so large but that employees on an individual basis can leave their work for a short period of time a couple of three times a day without any regimented or formalized rest period. This can, through general supervision, be allowed without abuse. In most offices a formalized period, during which all or a large portion of the employees would be taking a rest period at the same time, would create a bad impression on visitors which is not true where one or two employees on their own volition are gone at a time. In most offices vending machines for soft drinks have been permitted or other similar arrangements are available which automatically handles the problem. It is assumed in Phoenix that where they are allowed to order the soft drinks to be sent up they would be allowed sufficient time to partake of of this.

RECOMMENDATION: The Joint Committee unanimously opposed a formalized rest period in the field and recommended the attached letter be forwarded to the Phoenix Office.

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED & INDEXED  
335

EX-2

66-2554-5183  
F B I  
48 JUL 25 1946

The Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance, was unanimously opposed to this suggestion and in agreement with the Joint Committee that the attached letter be forwarded to the Phoenix Office.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

58 JUL 9 1946  
cc - Mr. - CB gg

ORIGINAL FILED IN

THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION #206

EMPLOYEE: ASAC W. C. RYAN  
CHARLOTTE FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/BH

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That it be required for an office requesting the placement of a wanted notice to set out an investigative lead which would be restated in future reports. The employee believes this would aid in cancellation of stop notices which might be overlooked.

ADVANTAGES:

1. The last report submitted in the office of origin would reflect those places in which a wanted notice had been filed thus insuring its withdrawal promptly.
2. This would involve an unnecessary statement of a lead which under present regulations would be restated periodically until the case was closed.
3. The present requirement for a wanted notice index file is for the purpose of insuring that no such notices will be continued indefinitely after the case has been closed.
4. It is presently required that prior to the closing of the case there be thoroughly reviewed for the very purpose of canceling any outstanding wanted notices.

RECOMMENDATION: Unanimously opposed

ROH:WL

EX - 22

RECORDED & INDEXED 30 JUL 26 1946

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

JUL 30 1946

THE DIRECTOR

July 23, 1946

THE JOINT COMMITTEE

SUGGESTION #2030

EMPLOYEE: SA DALE S. THOMPSON  
DETROIT FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/OTF

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the requirement for newly appointed Special Agents to attend six weekly conferences in their first field office be eliminated.

ADVANTAGES:

1. The need for such conferences has somewhat decreased since there are not a great number of new Agents reporting to the field and necessary instructions could be imparted by the SAC without a formal requirement as to the holding of conferences.

DISADVANTAGES:

1. It is contemplated that more new Agents' Classes will be held and that additional new Agents will be assigned to the field. The requirement for weekly conferences is valuable in aiding to their experience in training.
2. Even though there are but one or two Agents assigned to a particular office, the requirement for a weekly conference is a good one since there is no required formality and it does insure at least weekly contact between a new Agent and his SAC.

RECOMMENDATION: Unanimously opposed.

RCH:WL

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe and Ladd in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC: MR. CLEGG  
MR. HENDON

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED  
&  
INDEXED

EX-1

66-2554-5185  
IF IB II

30 JUL 26 1946

30 JUL 30 1946

THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION/204

EMPLOYEE: ASAC W. C. RYAN  
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. B. Gurney  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: *Handling of material in field*  
that rather than file signed statements in 1A exhibit envelopes in field offices they be transmitted with the report to which they relate to the United States Attorneys.

ADVANTAGES:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/18/10 BY SP-5 CJB

1. The only use of the signed statement is for presentation at the trial of the case when it becomes a court exhibit.
2. If maintained by the United States Attorneys they would always be available to them for any trial purposes.
3. In many instances, court is not held in the headquarters city and if an Agent is subpoenaed from another field division it is necessary for the office to forward the signed statement either to the United States Attorney or to the Agent in the city where he is to testify.
4. It would constitute some saving of filing space.

DISADVANTAGES:

1. Experience has shown in the past that United States Attorneys misplace and lose signed statements which might in turn cause the loss of the case. They can be better protected when maintained as at present in the field office.
2. The extremely valuable nature of signed statements more than justifies the small amount of space which they occupy in a field office file.
3. At the time the report, including the signed statement, is prepared, it is not definitely known where prosecution will lie.
4. The material contained in the signed statement is available to the United States Attorney since it is included in detail in the investigative report sent to him.

RECORDED

INDEXED

EX - 7

30 JUL 26 1946

Unanimously opposed

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives  
conference on July 24, 1946 with

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon

THE DIRECTOR

June 25, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5-a/bms

The Executive Conference of July 17, 1946, consisting of Messrs. Tolson, McCabe, Parsons, Ladd, Clegg, Nichols, Tracy and Glavin considered the memorandum concerning the tunnel on the Bureau Rifle Range at Quantico which stated that there is a leakage of water in the tunnel after each rain. This memorandum also stated that the water comes through the expansion cracks and that the only thing that could be done would be to waterproof the tunnel from the outside. Mr. Clegg was of the opinion that the cost of \$6,000 which was estimated about four years ago and would be considered more now, would not justify it since the tunnel at the present time is entirely satisfactory for us and there is no wastage of equipment or damage to the range presently experienced.

The Conference is unanimously apposed to waterproofing the tunnel at the estimated price at this time.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon  
Mr. Clegg

RECORDED  
&  
INDEXED  
3/3

66-2551-5187  
IF IS II  
30 JUL 26 1946

EX-32

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Hendon  
Perrington  
Quinn Tamm  
Nease  
Gandy

30 1946

Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe and Ladd in attendance.

Respectfully,  
For the Conference

✓  
Clyde Tolson

*EAT*  
E. A. Tamm



THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #185A

EMPLOYEE: SAC H. T. O'CONNOR  
CLEVELAND FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5CJ/brf

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hondon E. Scheidt

EMPLOYEE SUGGESTS: That in the period for which made where the investigation is of a continuous nature such as in key figure and nationality group investigations, the period reflect the interim between one report to the other eliminating the actual dates upon which work might have been performed.

ADVANTAGES:

1. In many types of cases such as the key figure, nationality groups and anti-trust cases, the investigative period is extensive and covers a long period of time with the result that the setting out of the actual work dates is very cumbersome and long.
2. The periods for which made in such instances serve no great value.
3. It would eliminate a considerable amount of work in assembling the work dates in chronological order as well as additional typing on the part of the stenographer.
4. It is impossible in such reports to identify a particular date with the date upon which the work was actually performed. Thus, the dates are in fact meaningless.
5. Recent Bureau instructions re interim or status reports will result in an increase in the number of separate dates on which investigation is reflected in a single report and hence the period for which made in such instances might set forth a voluminous number of dates and occupy a great deal of space on the first page of the investigative report.

DISADVANTAGES:

1. The inclusion of the actual work dates in the period for which made permits a better check by the daily reports or #3 cards and the investigative reports to determine what work was performed by an Agent.
2. Since under present rules the details do not indicate the dates upon which investigative functions were performed, the period for which made reflecting actual work dates is the only available place in a report to determine what period of time the investigation has covered.

The use of the dates in the period for which made makes it less obvious to other agencies receiving the report that the details cover a rather

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Clegg  
Mr. Hendon

period of time than would be true if it were listed in the details.

RECOMMENDATION:

Mr. Conroy is of the opinion that the present rule be changed to require that only the first and last dates upon which investigative work was performed be included.

Messrs. Scheidt, Harbo and Hendon are of the opinion that the period for which made should be eliminated from Page 1 of the report and that the date on which the investigation was made should be shown in the details of the report where such information is pertinent.

EXECUTIVES' CONFERENCE ACTION:

The Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Eadd and Tracy in attendance, was of the unanimous opinion that no change should be made in the present requirement which is that the dates upon which work was performed are to be reflected in the Period for Which Made. It is believed that this is useful for Bureau purposes to reflect upon what dates investigation has been conducted while at the same time not making it obvious to U. S. Attorneys and outside agencies the length of time over which an investigation might extend.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

*be*  
The Director

July 23, 1946

The Executive Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CJB/MP

On July 15, 1946, the Executive Conference, at which Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long, McCabe and Clegg were present, considered the suggestion of the Laboratory that the specialized training given in Laboratory subjects at the conclusion of the regular 10 weeks of basic training in the FBI National Academy be given in one week instead of two weeks as has been done heretofore.

This can be done as a natural supplement to the information given during the 10 weeks period and it is believed that this is as much time as this specialized subject will require. It has also been found that many of those who desire to study Laboratory subjects also desire to take additional work in other specialized fields and this will allow them to do so.

If approved, the attached worksheet will be adopted for this course.

Respectfully,  
For the Conference

*KAL*  
Clyde Tolson

*ET*  
E. A. Tamm

Attachment

cc - Mr. Hendon  
Mr. Clegg

HHC:elk

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED  
& INDEXED  
EX-42

166-2554-5189  
30 JUL 26 1946

THE DIRECTOR

7/22/46

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/11/91 BY SP-54/bnf

The Executives Conference on July 8, 1946, those present being Messrs. E. A. Tamm, Glavin, Nichols, Tracy, Harbo, Rosen, Hendon, Ladd, and Clegg, considered the question raised by the Phoenix Office as a result of the United States Attorney at Phoenix suggesting that when Agents questioned subjects they should be asked if it was their intention to waive indictment in order to enter a prompt plea of guilty. United States Attorney Flynn stated that United States commissioners have been furnished copies of a form of waiver and suggested that the Agent could get this waiver signed and leave it with the commissioner or forward it to the United States Attorney at the time the subject is interviewed and makes a confession.

This matter was discussed at the Executives Conference in considerable detail and it was the unanimous recommendation of the Conference that Special Agents be instructed that under the new rules of criminal procedure after a subject had given a confession and had signed a statement and the Agent had completed his interview with the subject the Agent could then inquire as to the intention of the subject to waive indictment in order to enter a prompt plea of guilty and to obtain from the subject if he so desires a signed waiver of indictment form. It was recognized that this might be considered a prosecutive step; however, the Bureau does sign complaints on United States Attorney's authorization and when the Agent is talking to the subject and has completed the interview and statement it would require but a small amount of additional time for this waiver to be obtained if the subject desired to sign it, thus expediting prosecutive action. After the interview has been completed and the Agent has departed and a subsequent attempt to obtain a waiver would be considered just as much a responsibility of the United States Attorney or the United States Marshal as our Special Agents, thus the Bureau would not under such circumstances whenever a waiver had not been given initially undertake to obtain such a waiver at a later date.

If this is approved, there is attached hereto a letter to the Phoenix Office and a Bureau Bulletin to this effect.

RECORDED

&  
INDEXED

EX - 22

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Hendon  
Mr. Clegg

ER 30/25

THE DIRECTOR

July 17, 1946

THE JOINT COMMITTEE

SUGGESTION #185B

EMPLOYEE: SAC H. T. O'Connor  
CLEVELAND FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 C/TMP

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon C. Scheidt

EMPLOYEE SUGGESTS: That a copy of the letter furnished the Bureau bringing up-to-date information and setting out the organization of the Communist party in each field division be furnished to every other field division in order that names of prominent Communists may be indexed.

ADVANTAGES:

1. From time to time a prominent Communist party official or figure from another territory may enter a field division and when his name comes to the attention of that field division his prominence may not be immediately known.

DISADVANTAGES:

1. It is most infrequent that an instance would arise in which an unknown official would enter another territory without his identity becoming known through other sources.
2. The distribution of the organ letter would require a tremendous amount of clerical effort in each office in filing and letters of correction would likewise have to be sent with the same additional work involved.
3. The amount of work which would be involved in carrying out this suggestion would be entirely disproportionate with the justifiable profits which might be derived.
4. The vast majority of such charges from all offices would be of absolutely no interest to the receiving office.

RECOMMENDATION: Unanimously opposed.

FOR: [Signature]

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 18, 1946, with Messrs. Humford, Nichols, Long, McCabe and Hendon in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon

RECORDED

EX-55 JUL 29 1946

INITIALS ON [Signature]

ORIGINAL COPY FILED IN 100-3-1454



THE DIRECTOR

7/21/46

THE EXECUTIVE CONFERENCE

*X4 B-1*

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Nichols, Ladd, Clegg, Hendon and Tracy on July 24, 1946, considered a recommendation of the FDIRA that the baseball team be permitted to play outside games on Saturdays and Sundays in Brooklyn, New York; Williamsport, Maryland; Fredericksburg, Virginia; Frederick, Maryland; Martinsburg, West Virginia; and Baltimore, Maryland, as listed on the attached pink memorandum.

The Conference unanimously recommends approval for outside baseball games to be played as indicated above in any of the localities except Brooklyn. The Conference feels a trip to Brooklyn, New York, would be too far away from the Bureau.

The Conference further recommends in the event the Director approves the suggestion that the FDIRA Officer be instructed that an agent of the Bureau must accompany the team on all trips; further, that expenses only will be paid and in instances where the guarantee exceeds the expenses the excess should be deposited in the treasury of the FDIRA. In the event you approve, the FDIRA Officer will be advised accordingly.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/16/96 BY SP-5C/DW

RECORDED  
INDEXED

EX-2

166-554-5192

7 JUL 24 1946

Mr. Tolson - Mr. Clegg  
Mr. E. A. Tamm - Mr. Hendon  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

57 JUL 31 1946



SAC, Phoenix

May 15, 1946

Director, FBI

Field Office Administration

The Bureau approves the recommendation made by you in your communication of May 2, 1946, which would permit an outside individual to send in cold drinks for the ~~Phoenix~~ Office staff once in the morning and once in the afternoon.

With reference to your suggestion that a ten minute rest period be allowed each morning and afternoon, this is to advise you that the Bureau has this particular matter under consideration at this time and you will be advised when a definite policy has been determined by the Bureau.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/OMF

CC: Mr. Hendon

The Executive Conference of May 13, 1946, consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy and Glavin approved the above communication going forward to the Phoenix Office and that the special committee will consider at the next meeting the rest period for field offices.

WEG:PC

RECORDED  
&  
INDEXED

106-2554-5193  
F B I  
61 JUL 25 1946

COMMUNICATIONS SECTION  
MAY 15, 1946

ORIGINAL COPY FILED IN 106-2554-5193

1946

Director, FBI

June 25, 1946

SAC, Cincinnati

INDEXING OF WANTED NOTICES APPEARING IN  
FBI LAW ENFORCEMENT BULLETIN

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 C/PW

This office has in the past indexed all names of individuals appearing in the Law Enforcement Bulletin who were wanted as fugitives by the Bureau. This has been done because of the possibility of someone calling to furnish information about a particular individual, having seen that he was listed as wanted in the Law Enforcement Bulletin.

The cancellations of these wanted notices, however, have not been indexed and, therefore, from a search of the indices the only information obtained is that the individual is wanted by the Bureau.

It is not felt that the indexing of these names in this office is of value because if information is received concerning one of these individuals by an individual who has seen the name in the Law Enforcement Bulletin he, of course, would advise where he had seen that the individual was wanted. This office can check it by referring to the Law Enforcement Bulletin. In view of the above, therefore, the Bureau is requested to advise if they desire that we continue to index these names.

GDK:MCC

ADDENDUM; LBN:HBM; 7/2/46

The Executives Conference, consisting of Messrs. E. A. Tamm, Glavin, Tracy, Glegg, Harbo, Rosen, Hendon, Ladd and Nichols, were unanimously of the opinion that there was no need to index individuals appearing in the FBI Law Enforcement Bulletin wanted as fugitives by the Bureau or those wanted by the police. In the event of any inquiry the Field could by teletype quickly ascertain whether the individual was wanted.

Inasmuch as the Cincinnati Office has raised the question, a letter is being sent to all SAC's.

INDEXED  
RECORDED

EX-33

166-2554-5194  
F B I  
48 JUL 29 1946

COPIES OF ORIGINAL

ORIGINAL FILED IN

THE DIRECTOR

July 17, 1946

THE JOINT COMMITTEE

SUGGESTION #1250

EMPLOYEE: SAC H. T. O'CONNOR  
CLEVELAND FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/BMP

MEMBERS PRESENT: R. T. Harbo E. H. Conroy  
R. C. Hendon E. Scholdt

EMPLOYEE SUGGESTS: That the Translation Section of the Bureau disseminate information from the standard nationality publications to those field divisions to which the name would be pertinent.

ADVANTAGES:

1. This would relieve each field office of the responsibility covering the foreign language or nationality publications in its division.
2. More uniform coverage might result.

DISADVANTAGES:

1. The field office has the responsibility for the full coverage of nationality groups within its area which responsibility encompasses the publication in the field.
2. The suggestion would place a burden on the Seat of Government which its present personnel could not handle.
3. There would be an unwarranted delay in the transmittal of such information from the Bureau to each field office and the same information can more quickly be obtained on the spot.
4. In some instances this delay might make the information valueless.
5. The proposal is cumbersome.
6. An individual field office is in a much better position to know what information the nationality publications is pertinent to its field division than is the Translation Section of the Bureau.

RECOMMENDATION: Unanimously opposed.

RECORDED

66-2554-5195  
F B I

55 JUL 20 1946

Unanimously opposed by the Executives  
Conference on July 18, 1946, with Messrs.  
Tolson, Mumford, Nichols, Long, McCabe and Hendon in attendance.

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CLOSE

Hendon

52 AUG 6 1946

ORIGINAL COPY FILED IN 66-1855-5-1079

TO: THE DIRECTOR

July 26, 1946

FROM: THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5 C. B. F.

SUBJECT:

The Executive Conference of July 23, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Long, Nichols, McCabe, Hendon, Tracy and Glavin reconsidered a suggestion made by Miss Sara Lewis of the Atlanta Division concerning the approval of a form to be utilized by the Field, particularly the Atlanta Office, in forwarding the salary and expense checks to Special Agents assigned to the Atlanta Division when they are absent from their headquarters city.

The Joint Committee had first considered the suggestion made by Miss Lewis and was unanimously opposed to the use of such a form letter, pointing out that there is no requirement that the Agent receipt for a check sent to him, that since checks are transmitted under registered mail without a return receipt requested, the registration receipt itself is sufficient and no communication, form, or otherwise is necessary. The Joint Committee points out that this would just be another form.

The Executive Conference, on July 17, considered this suggestion and was in agreement with the recommendation of the Joint Committee.

The suggestion was re-presented by Glavin who advised the Conference that he felt the suggestion was a worthy one. Glavin pointed out that if checks are sent to Agents in the Field from the various divisional offices without any letter of transmittal, it is entirely possible that certain checks would be lost with the result that the employer would be forced to wait for a long period of time before a duplicate check would be issued by the Treasury Department.

Glavin pointed out that the Bureau, in forwarding checks to the Field, encloses a memorandum to the Special Agent in Charge listing all employees to receive checks. Prior to doing this, in a number of instances, claim was made by the Field that certain checks were not received. There was no check on the Field by the Bureau to insure that all checks received were properly distributed. Glavin pointed out that the mere registering of the item was no assurance that the check would be properly delivered, that if more than one check is sent in an envelope it is entirely possible that one or more checks could be left in the envelope and destroyed. This has happened on a number of occasions in the past. If a letter is enclosed with the checks it serves as a check list for the enclosures and this difficulty is not experienced. The majority of the Conference, consisting of Tolson, Ladd, Tracy, Long, McCabe, Nichols and Glavin, recommended that the form be approved.

Messrs. E. A. Tamm and Hendon are opposed to the approval of the form, stating that the registering of a check when it is sent in the mail to Field Offices should be entirely sufficient and that there should be no difficulty in seeing that the check was appropriately delivered; furthermore, the utilization of the form is just

RECORDED  
&  
INDEXED  
3-7

66-2554-51970

57 AUG 1 1946

unnecessary work for the various divisional office.

Respectfully submitted,  
FOR THE CONFERENCE

✓

Clyde Tolson

*EAT*  
E. A. Tamm



THE DIRECTOR

7/22/46

THE JOINT COMMITTEE

SUGGESTION #260

WILLIAM A. MURPHY

SAC, SAN DIEGO FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/10/90 BY SP-5 CIP/HP

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the names of individuals on whom local police agencies in the State of California are asking for criminal records from the Bureau through the state teletype and Bureau radio hookup via San Diego not be indexed in the San Diego Office.

SAC Murphy points out that a special file has been set up in which this material is placed organized similar to the zero files of the office. At the present the names are indexed in this file.

ADVANTAGES:

1. There is no value in indexing the names on the criminals who are of no interest to the San Diego Office.
2. Since these matters are handled within a period of two or three days, indexing is not necessary for the San Diego Office to locate an incoming request for the criminal record since this could be done in a very rapid manner visually.
3. It would save unnecessary clerical work required in the indexing and would save space.

DISADVANTAGES:

None.

RECORDED

INDEXED

166-2554-5197

RECOMMENDATION: The committee was unanimously in favor of this suggestion and that the attached letter go forward to the San Diego Office.

RCH:PJP

EXECUTIVES CONFERENCE CONSIDERATION:

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

Unanimously approved by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

1946

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg



THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION #265

EMPLOYEE: FORNEY E. MICHAEL  
CHIEF CLERK, CHARLOTTE FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 CJB

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau permit the use of a regular chargeout slip for insertion in a zero file when serials are removed therefrom to open a case upon which would be reflected the file number of the case being opened.

ADVANTAGES:

1. This would eliminate the need for preparing a memorandum to be placed in the zero file to account for the removal of the serials.

2. This is a practice followed by many field offices at the present time and there is nothing in the Bureau's regulations which would prevent such practice.

DISADVANTAGES:

None.

RECOMMENDATION: Unanimously agreed that the attached bulletin go forth to the field.

RCH:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,  
For the Conference

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Clegg

RECORDED

INDEXED

Clyde Tolson

E. A. Tamm

66-2554-5198

THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION #255

EMPLOYEE: SA ARTHUR F. LORTON, JR.  
SAVANNAH FIELD OFFICE

*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That instructions be issued to the field as to the best manner in which to submit a fingerprint to the Bureau in order to insure a special or expedite reply.

ADVANTAGES:

1. Many instances presently arise because of the new rules of Federal Criminal Procedure in which the subject likes to enter a plea of Guilty and it is necessary to obtain his criminal record as quickly as possible so that it will be available prior to sentence.

2. Where a letter or teletype is sent to the Bureau subsequent to the submission of the fingerprint card requesting an expeditious transmittal from the Bureau of the criminal record a difficult burden is placed upon the Identification Division in getting the incoming communication and fingerprint card together for proper handling.

3. There is at present a lack of uniformity in requesting criminal records urgently needed and the adoption of a uniform method which would create the least amount of difficulty to the Identification Division would be highly desirable.

DISADVANTAGES:

None

RECORDED

EX - 22 INDEXED

66-2554-5199

31 JUL 20 1946

RECOMMENDATION: Unanimously recommended that instructions be issued to the field as set out in the attached proposed bulletin to the effect that where a special transmittal of the criminal record is desired a notation wherever possible to that effect should be placed on the back of the incoming fingerprint card. This fits in most efficiently with the regular routine of the Identification Division and insures a most expeditious reply with a minimum amount of work than can be accomplished through the transmittal of a special teletype or other communication making the request like form or letter of transmittal. Sending in the fingerprint for the purpose of requesting special handling serves no purpose whatsoever.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EH:PA

*[Handwritten signature]*

1946

*E.R.*

**EXECUTIVES CONFERENCE CONSIDERATION:**

The Executives Conference on July 25, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long and McCabe in attendance, was unanimously in agreement with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

*EAT*

E. A. Tamm

THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #193D

EMPLOYEE: SAC J. B. TROST  
ATLANTA FIELD DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/16/98 BY SP-5 CJB/BJ

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That clerical employees be permitted to review and initial daily reports submitted by Agents rather than requiring this of the supervisory staff.

ADVANTAGES:

1. It would conserve the time of the SAC and supervisors.
2. The clerical employee could route to the SAC any daily reports which the employee thought should come to his attention.
3. The SAC could make occasional spotchecks to determine any delinquencies.

DISADVANTAGES:

1. The reviewing of a daily report is certainly a supervisory and administrative responsibility which should not be delegated to a subordinate employee.
2. The fact that the daily reports are briefer than they formerly were makes it even a lesser burden on the supervisory official to review them than it previously was heretofore.

RECOMMENDATION: Unanimously opposed.

RECH:WL

EXECUTIVES' CONFERENCE ACTION:

The Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance, was unanimously opposed to this suggestion and recommended that the attached letter go forward to SAC Frost at Atlanta.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon  
387  
AUG 6 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #203A

EMPLOYEE: SA DALE S. THOMPSON  
DETROIT FIELD DIVISION

July 23, 1946  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/18/90 BY SP-5 C/P/MS

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That upon receipt of a complaint in such cases as fraud against the Government, a pending report be submitted upon the basis of the preliminary information obtained and the copy sent to the field office of the War Frauds Unit, and that upon receipt of a request from the War Frauds Unit field office an investigation be instituted without clearance through the Bureau with the Department.

ADVANTAGES:

1. It was suggested that this would eliminate the delay of 30 to 60 days before instructions are received from the Bureau for the institution of investigation in this case.

DISADVANTAGES:

1. Cases of this type by Departmental policy must be cleared specifically by the Seat of Government with the War Frauds Section. The field offices of the War Frauds Unit do not have authority to request investigations in these cases prior to the time clearance is obtained from the Seat of Government (Department) and consequently no saving in time would be effected.
2. It is advisable from the Bureau's policy standpoint for these cases to be authorized by the Department and discretion does not rest with the FBI.

RECOMMENDATION: Unanimously opposed.

RCB:WL

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance. *Letter attached.*

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

58 AUG 1946

RECORDED

INDEXED  
355

EX-1

JUL 30 1946

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

July 18, 1946

THE JOINT COMMITTEE

SUGGESTION #167

EMPLOYEE: MRS. FLORENCE APOLLONIO  
BOSTON FIELD DIVISION

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/BMF

MEMBERS PRESENT:

R. T. Harbo

E. E. Conroy

R. C. Hendon

E. Schmitt

EMPLOYEE SUGGESTS: That the daily stenographic report and weekly recapitulation sheet required of stenographers in the field be eliminated. In its place it is suggested that a single sheet be maintained by a designated clerical employee showing each stenographer's pending work. After a stenographer had taken dictation and placed the dictation slips on the files, to which dictation slips would be added a statement as to the estimated number of pages to be typed, the files would be routed through the designated clerical employee who would tabulate on to the single sheet the amount of work to be performed. Further, in order to obtain the number of pages typed each day by the stenographer, all mail would be routed over the desk of a designated clerical employee where the pages would be counted and tabulated.

ADVANTAGES:

1. The preparation of the daily report requires an amount of time estimated to be as high as fifteen minutes per day on the part of each stenographer, which time could be devoted to actual transcription work.
2. The stenographer would transcribe the dictation in the order given rather than giving a preference to that carrying the oldest period for which made as is sometimes done at the present.

DISADVANTAGES:

1. The SAC or supervisory official would be deprived of a copy of the daily report from which to supervise the stenographic work.
2. The present daily report permits a study of the production of individual stenographers and has a tendency to inspire them.
3. The above suggestion is more cumbersome and awkward than the present system which operates very smoothly.

RECOMMENDATION: Unanimously opposed.

RECORDED

INDEXED

30 JUL 30 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CONFERENCE ACTION:

On July 22, 1946, Messrs. Tamm, Nichols, Ladd, Hendon, Clegg, Long, Tracy, Glavin and Clegg considered the above. Mr. Long was in favor of a record being maintained in Field Offices only of the amount of work pending on the stenographers' books, although he was opposed to the above suggestion. All the other members present recommended unfavorably with reference to the suggestion and further recommended that the present system be continued. HHC:elk

Mr. Hendon

Clyde Tolson  
E. A. Tamm



THE DIRECTOR

July 23, 1946

THE JOINT COMMITTEE

SUGGESTION #263

EMPLOYEE: WILLIAM A. MURPHY  
SAC, SAN DIEGO

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/DTF

MEMBERS PRESENT: R. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau alter its present policy in deserter matters of setting out a lead for the office covering a military establishment from which the individual deserted to contact such establishment at the outset of each deserter investigation, and that such a check not be made until after checks have been made at the person's residence and the residence of his close relatives.

ADVANTAGES:

1. SAC Murphy states that in the greater majority of the cases the results of the inquiry disclose the deserter as not returned to military control and the file on the subject has been forwarded to the service headquarters with the result that no information of value is obtained.

2. There would be a saving in investigative time resulting from eliminating these routine checks and making them after other inquiries have been handled in many instances.

DISADVANTAGES:

1. It should be possible to arrange to handle these checks telephonically and in a few instances it will be found that the deserter has already returned to military control.

2. It would be embarrassing to the Bureau to make one investigative inquiry when a man had actually returned to military control.

3. The fact that a routine check of this nature will result in eliminating the necessity for further investigation in even a small percentage of the cases is sufficient to justify the continuance of the present procedure.

4. There is a time lag between the date of desertion and the notification of the FBI headquarters and subsequently the field office before an investigation is started. During the interval a certain percentage of the deserters will have been returned to military control.

RECOMMENDATION: Unanimously unfavorable.

166-2554-5208

RECORDED & INDEXED  
351  
30 JUL 30 1946

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on July 24, 1946.

with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and  
Tracy in attendance.

Respectfully,  
For the Conference

✓  
Clyde Tolson

EAT  
E. A. Tamm

The Director

July 29, 1946

The Executive Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/18/90 BY SP-5C/BTF

At a meeting of the Executive Conference on July 29, 1946, attended by Messrs. Tamm, Nichols, Tracy, Glavin, Hendon, McCabe, Long and Ladd, the suggestion of the Albany Office to the effect that the Bureau contact the 5,000 former members of the United States Army's Counterintelligence Corps and develop a program for handling them similar to the American Legion program was discussed.

It was pointed out to the Conference, first, that difficulty would be found in securing a list of these 5,000 individuals, inasmuch as the Army did not have their records in such manner that this information could be obtained from one central source. Secondly, it was pointed out that a great many of these individuals would be former law enforcement officers and also a number would be Federal law enforcement officers from Secret Service, Internal Revenue and other investigative agencies, since it was the policy of the Army to utilize those law enforcement officers in the CIC program.

The Conference was unanimously opposed to the adoption of any program envisioning the use of the former CIC men.

In the event you approve the action of the Conference, there is attached a letter to the Albany Office setting forth these facts.

Attachment

Respectfully,  
For the Conference

Clyde A. Tolson

E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

RECORDED  
&  
INDEXED  
322

DLL:cmw

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 AUG 7 1946

The Director

July 19, 1946

The Executive Conference

At a meeting of the Executive Conference on July 19, 1946, attended by Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Long, McCabe and Ladd, the attention of the Conference was called to the fact that during the war all violations of the Train Wreck Statute were investigated as sabotage and reports and other communications from the field were submitted to the Bureau under the character sabotage. It was suggested to the Conference that in view of the fact that the war has ended, the character of such cases should be changed and should be carried as Federal Train Wreck Statute rather than as sabotage.

The Conference was unanimously in favor in regard to this recommendation and recommended that the supervision of these cases continue in Division Five on the Sabotage Desk rather than have it transferred back to Division Six, which division formerly handled them prior to the war.

In the event you approve, the attached bulletin will be sent to the field.

Attachment

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

Respectfully,  
For the Conference

Clyde A. Tolson

E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

RECORDED & INDEXED

DML:cmw

EX-10

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 AUG 7 1946

COPY:FC

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 02-09-2011

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: July 3, 1946

FROM : EXECUTIVES' CONFERENCE

SUBJECT:

~~CONFIDENTIAL~~

The Executives' Conference considered the question raised by the attached correspondence from

[redacted] as to whether the Bureau should withdraw from [redacted] in view of the fact that [redacted] from Washington. (S)

b7D

Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Ladd and Rosen are of the opinion that despite the withdrawal of [redacted] representative from Washington, the Bureau should continue to maintain a [redacted] Mr. Ladd advised the conference that the [redacted] has obtained from the [redacted] a great deal of information which has been of value to the Bureau. Mr. Ladd further advised the conference that apparently [redacted] does not have any appreciable number of younger men who are qualified to handle the intelligence matters and these few men must be maintained [redacted] with the result that [redacted] does not have a man who he considers qualified to maintain at Washington. (S)

b7D

Mr. Tamm is of the opinion the Bureau should withdraw its [redacted] He feels that through the war years the [redacted] was necessary and desirable and produced a satisfactory volume of material of general interest to the Bureau. He does not feel, however, that in the light of the Bureau's curtailed appreciation and decreased investigative staff that the Bureau will continue to obtain on a dollar and cents' basis an adequate return for the cost of maintaining [redacted] He believes that the normal problems arising with [redacted] can be satisfactorily handled by sending a man to [redacted] every two or three months as the exigencies of [redacted] (S)

b7D

RECORDED  
&  
INDEXED

66-2554-5206  
F B I  
6/27/46

61 AUG 12 1946 Classified by SP-5C/10H  
Declassify on: OADR

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED  
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DATE 10/18/90 BY SP-5C/10H

58 AUG 20 1946

ORIGINAL COPY FILED IN 62-2554-5206

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 02-09-2011 BY [redacted]

Memo for the Director

~~CONFIDENTIAL~~

developments require. He feels further that either because of the unavailability of information to [redacted] or for other reasons, in the recent Communist case in [redacted] the Bureau's liaison man did not obtain anything which the Bureau would probably have obtained anyway through [redacted] in due course. In this case Mr. Tamm feels that the only fundamental difference in the situation due to the liaison man was that we received some of the highlights by telephone whereas we would probably have received them by letter from [redacted] if we didn't have [redacted] there. Mr. Tamm believes that [redacted] in selected foreign countries upon a law enforcement level are desirable but he does not believe that the assignment at [redacted] is necessary. (S)

b7D

Respectfully,  
For the Conference

Clyde Tolson

Edw. A. Tamm

CC- Mr. Clegg  
Mr. Hendon

Director's notation: "I will approve majority view though personally I favor Tamm's conclusions. However we will await our final view of European & Tokyo set-ups & consider [redacted] along with them."

b7D

~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~



THE DIRECTOR

7/25/46

THE EXECUTIVES CONFERENCE

The Executives Conference on July 19, 1946, those present being Messrs. Tolson, Hendon, Tracy, Nichols, Ladd, Long, Mumford and Clegg, considered the inquiry transmitted by the State Department as to whether three representatives of the police department at Reykjavik, Iceland might take courses in police training in the United States.

The Conference was unanimously of the opinion that it should be permitted that the Reykjavik Police Department could send one representative to three separate sessions of the Academy so that not more than one representative would be in one class.

If this is approved there is attached hereto a letter to the State Department accordingly.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5C/BMF

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

HHC:PJK

58 AUG 7 1946

EX-2 RECORDED  
INDEXED

66-2554-5207

Director, FBI

July 16, 1946

SAC, Birmingham

OFFICE HOURS  
BIRMINGHAM FIELD DIVISION

*Executive Conference*

As the Bureau is aware, I have been reluctant in the past to recommend that this office be closed from midnight until 8 A.M. daily in view of the fact that our building is located in a poor neighborhood several blocks outside the downtown business section of Birmingham. It now appears, however, that these considerations of maximum security must defer to the need for additional investigative manpower; and inasmuch as by closing at midnight daily we can save the services of seven agent days per week, it is recommended that the Bureau grant permission to adjust our hours at this time.

It has recently been possible with the return of three male clerical employees from military leave to have three male clerical employees take the place of three Special Agents on duty each week end, thus leaving only three shifts to be handled weekly by Special Agents. In connection with this recommendation also I had contemplated placing Special Employee WILLIAM P. HOLLOWAY, who is presently handling the shift from 12 midnight to 8 A.M., five days weekly, on limited investigative work; however, he has just been transferred to the Philadelphia office.

It should also be noted that with the recent change in management of the Martin Building a slightly better type of building employee is being hired, with the result that I feel some improvement in this regard with a view to safety precautions here has occurred, and this is mentioned in further support of my recommendation that we be permitted to close at midnight, reopening at 8 A.M. daily.

Please advise as soon as possible in this connection.

RJA:mlg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/50 BY SP-5 CIB/RF

RECORDED  
&  
INDEXED  
318

66-2554-5208  
F B I  
48 AUG 2 1946

7-50

ORIGINAL FILED IN 66-2554-215

COPY:FC

66-7537-54

RECORDED

EX-100

SAC, Birmingham

July 26, 1946

Director, FBI

Office Hours  
Birmingham Field Division

a  
X  
The Bureau approves recommendation made by you in your communication of July 16, 1946, that the Birmingham Divisional Office be closed from midnight until 8 A.M. daily.

The Bureau should be advised by you as to the date your new office hours schedule will be instituted.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/90 BY SP-5 C/BM

The Executive Conference of July 23, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Long, McCabe, Hendon, Nichols, Tracy and Glavin approved the communication going out.

COMMUNICATIONS SECTION  
JUL 29, 1946

WRG:hr

57A

62

ORIGINAL FILED IN 66-7537-54

# FEDERAL BUREAU OF INVESTIGATION

1946

<input checked="" type="checkbox"/> The Director	<input type="checkbox"/> Records Section
<input type="checkbox"/> Mr. Tolson	<input type="checkbox"/> Personnel Files
<input type="checkbox"/> Mr. Ladd	<input type="checkbox"/> Send File
<input type="checkbox"/> Mr. Rosen	<input type="checkbox"/> Bring file up <b>77920</b>
<input type="checkbox"/> Mr. Clegg	<input type="checkbox"/> to-date
<input type="checkbox"/> Mr. Glavin	<input type="checkbox"/> Search, serial-
<input type="checkbox"/> Mr. Nichols	<input type="checkbox"/> ize, and route
<input type="checkbox"/> Mr. Tracy	<input type="checkbox"/> Reading Room
<input type="checkbox"/> Mr. Harbo	<input type="checkbox"/> Mechanical Section
<input type="checkbox"/> Mr. Hendon	<input type="checkbox"/> Bureau Supply Section
<input type="checkbox"/> Mr. Pennington	<input type="checkbox"/> Mail Room
<input type="checkbox"/> Mr. Quinn Tamm	
<input type="checkbox"/> Mr. Nease	

<input type="checkbox"/> Mr. Coyne	<input type="checkbox"/> Mr. Tolson.....	
<input type="checkbox"/> Miss Gandy	<input type="checkbox"/> Mr. E. A. Tamm.....	Call me re this
<input type="checkbox"/> Mr. Carson	<input type="checkbox"/> Mr. Clegg.....	Note and return
	<input type="checkbox"/> Mr. Glavin.....	
	<input type="checkbox"/> Mr. Ladd.....	File
	<input type="checkbox"/> Mr. Nichols.....	
<input type="checkbox"/> Miss Stalcup	<input type="checkbox"/> Mr. Rosen.....	Stamp and mail
<input type="checkbox"/> Miss Gray	<input type="checkbox"/> Mr. Tracy.....	Prepare tickler
<input type="checkbox"/> Miss Butcher	<input type="checkbox"/> Mr. Carson.....	Call these files
	<input type="checkbox"/> Mr. Egan.....	
	<input type="checkbox"/> Mr. Gurnea.....	
	<input type="checkbox"/> Mr. Harbo.....	
	<input type="checkbox"/> Mr. Hendon.....	
	<input type="checkbox"/> Mr. Pennington.....	
	<input type="checkbox"/> Mr. Quinn Tamm.....	
	<input type="checkbox"/> Mr. Nease.....	
	<input type="checkbox"/> Miss Gandy.....	

☐ See Me

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/17/90 BY SF-501/pt Edward A. Tamm

5734

THE EXECUTIVE CONFERENCE

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

65084

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Glavin, Nichols, Hince, Hendon, McCabe, Long and Tracy on July 26, 1946, considered several suggestions of Special Agent A. H. Kochler.

Agent Kochler suggested that a statement be printed on future criminal fingerprint cards as follows:

"Subject being detained—Expedite report desired as indicated by checkmark below:

(a) Furnish Criminal Record via  
Collect Telegram ☐ (Check here) or  
Air Mail ☐ (Check here)

(b) If No Criminal Record Advice via  
Collect Telegram ☐ (Check here) or  
Air Mail ☐ (Check here)

The Conference was unanimously opposed in that it would be natural for law enforcement agencies to check airmail in all instances, thereby increasing the expense to the Bureau unnecessarily. Criminal records are furnished airmail west of the Mississippi River at the present time and in addition whenever specifically requested.

Agent Kochler also suggested that each field division be furnished a rubber stamp bearing a list of additional services performed by the Identification Division of the Bureau, such as photo checks and comparison of fingerprints with other government agencies. The Conference was of the opinion that agents are adequately informed through bulletins as to the nature of services available, and that such a rubber stamped list appears to be an unnecessary step and expense.

This Agent further suggested that the rubber stamp referred to above be used on the form sent in by the field requesting a criminal record. The Conference was unanimously opposed for the same reason set out in the previous suggestion.

Agent Kochler further suggested that a statement be printed on future criminal fingerprint cards as follows: "Furnish copy of criminal record field division". The Conference was unanimously opposed inasmuch as fingerprint cards now carry the maximum amount of printed matter and further printed matter is not justified. U. S. Marshals have stamps which they use in

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

8 AUG 8 1946

*[Handwritten signature]*

MEMORANDUM FOR THE DIRECTOR

July 26, 1946

65085

Miss Gandy  
Mr. Nease  
Mr. Quinn Tamm  
Mr. Pennington  
Mr. Hendon  
Mr. Egan  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Jones  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Instances where an additional copy of the original record is to be sent to the FBI field division. The Conference was unanimously of the opinion that it is not believed necessary that such a statement be printed on the fingerprint card.

Agent Kochler further suggested that a brief statement in small type be published at the end of the FBI Law Enforcement Bulletin explaining the reasons for, and emphasizing the importance of furnishing, where available, a photograph and the descriptive data desired on the back of fingerprint cards. He believed that in this way contributors would understand the reasons for and appreciate the value of furnishing photographs and descriptive data. The Conference unanimously recommended approval of this suggestion.

This Agent further suggested that future supplies of criminal record forms bear a printed legend setting forth the various terms used in criminal records and their respective abbreviations. The Conference was advised that the back of the original record form would not provide sufficient room for all abbreviations. Further, that a complete list of the abbreviations used is from time to time furnished to all field offices for their information. The Conference unanimously recommended against the adoption of the suggestion.

Agent Kochler further suggested that a rubber stamp be used to stamp the same criminal terms and abbreviations upon the sheet of investigative reports which sets forth a criminal record in those instances where a copy of the report is designated for someone outside the Bureau, such as a U. S. Marshal. The Conference was unanimously against the adoption of the suggestion for the reason that the number and/or size of such a rubber stamp would make the suggestion itself impractical.

Agent Kochler further suggested, with reference to complaints by law enforcement agencies of the length of time it takes to receive a criminal record, that the date of the receipt of the fingerprints be included on the outgoing criminal record form in order that the law enforcement agency might know the date the fingerprints were in fact received at the Bureau. This would tend to explain that portion of the time taken in transit. The Conference was unanimously opposed to the suggestion for the reason that it would mean an additional typewritten sentence on each and every criminal record sent out from the Bureau and the additional work and additional personnel needed would not justify the adoption of this suggestion.

If you approve the Conference's recommendations, there is transmitted herewith a letter to Agent Kochler thanking him for the suggestions.

Respectfully,  
For the Conference

Glyde Tolson

cc - Mr. Clegg  
Mr. Hendon  
Attachment

E. A. Tamm



August 1, 1960

65083

The Executives Conference, consisting of Messrs. Tolson, Tracy, Rince, Glavin, McCabe, Mohr, Ladd, Hendon and Nichols, considered the request of Captain John D. Dennison for an explanation as to why he had been removed from the Bureau's mailing list.

It will be recalled that Dennison made statements that his instructor at the FBI National Academy had advised him that the best line for him to follow was that of juvenile delinquency, that he identified his instructor in a newspaper story as the Director of the FBI. Furthermore, he issued a statement to the press and to the local officials in Omaha that the Director had told him to go to Kansas City and study their juvenile delinquency setup, which was the best in the country.

The facts are that he has never talked to the Director and has been a perpetual trouble maker.

The Conference was unanimous in recommending that SAC Logan, who has submitted detailed reports on Dennison, be instructed to call on him and advise him why he has been removed from the mailing list.

Respectfully,  
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Glegg  
cc - Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Glegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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